



Oregon

Theodore R. Kulongoski, Governor

Department of Land Conservation and Development

635 Capitol Street, Suite 150

Salem, OR 97301-2540

(503) 373-0050

Fax (503) 378-5518

www.lcd.state.or.us



NOTICE OF ADOPTED AMENDMENT

10/31/2011

TO: Subscribers to Notice of Adopted Plan  
or Land Use Regulation Amendments

FROM: Plan Amendment Program Specialist

SUBJECT: City of Hillsboro Plan Amendment  
DLCD File Number 007-11

The Department of Land Conservation and Development (DLCD) received the attached notice of adoption. Due to the size of amended material submitted, a complete copy has not been attached. A Copy of the adopted plan amendment is available for review at the DLCD office in Salem and the local government office.

Appeal Procedures\*

DLCD ACKNOWLEDGMENT or DEADLINE TO APPEAL: Monday, November 14, 2011

This amendment was submitted to DLCD for review prior to adoption pursuant to ORS 197.830(2)(b) only persons who participated in the local government proceedings leading to adoption of the amendment are eligible to appeal this decision to the Land Use Board of Appeals (LUBA).

If you wish to appeal, you must file a notice of intent to appeal with the Land Use Board of Appeals (LUBA) no later than 21 days from the date the decision was mailed to you by the local government. If you have questions, check with the local government to determine the appeal deadline. Copies of the notice of intent to appeal must be served upon the local government and others who received written notice of the final decision from the local government. The notice of intent to appeal must be served and filed in the form and manner prescribed by LUBA, (OAR Chapter 661, Division 10). Please call LUBA at 503-373-1265, if you have questions about appeal procedures.

\*NOTE: The Acknowledgment or Appeal Deadline is based upon the date the decision was mailed by local government. A decision may have been mailed to you on a different date than it was mailed to DLCD. As a result, your appeal deadline may be earlier than the above date specified. NO LUBA Notification to the jurisdiction of an appeal by the deadline, this Plan Amendment is acknowledged.

Cc: Doug Miller, City of Hillsboro  
Angela Lazarean, DLCD Urban Planning Specialist  
Anne Debbaut, DLCD Regional Representative

<paa> YA/l



FORM 2

DLCD

# Notice of Adoption

This Form 2 must be mailed to DLCD within **5-Working Days after the Final Ordinance is signed** by the public Official Designated by the jurisdiction and all other requirements of ORS 197.615 and OAR 660-018-000

In person  electronic  mailed

**DEPT OF**

**OCT 24 2011**

**LAND CONSERVATION AND DEVELOPMENT**

DATE STAMP

For Office Use Only

Jurisdiction: **City of Hillsboro**

Local file number: **HCP 6-09**

Date of Adoption: **10/18/2011**

Date Mailed: **10/21/2011**

Was a Notice of Proposed Amendment (Form 1) mailed to DLCD?  Yes  No Date: 7/29/2011

Comprehensive Plan Text Amendment

Comprehensive Plan Map Amendment

Land Use Regulation Amendment

Zoning Map Amendment

New Land Use Regulation

Other:

Summarize the adopted amendment. Do not use technical terms. Do not write "See Attached".

Appoint the Planning Commission as the Goal 1 Citizen Involvement Advisory Committee (CIAC)

Does the Adoption differ from proposal? Yes, Please explain below:

Ordinance 5989 approved a minor comprehensive plan text amendment to "Section 1 - Planning and Citizen Involvement," establishing the Planning Commission as the CIAC and forming a Public Process Advisory Committee (PPAC) to assist the CIAC in citizen involvement program development. LCDC's CIAC recommended approval of the amendment Sept. 7, 2011.

Plan Map Changed from: **N/A**

to:

Zone Map Changed from: **N/A**

to:

Location: **N/A**

Acres Involved:

Specify Density: Previous: **N/A**

New:

Applicable statewide planning goals:

- |                                     |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>1</b>                            | <b>2</b>                 | <b>3</b>                 | <b>4</b>                 | <b>5</b>                 | <b>6</b>                 | <b>7</b>                 | <b>8</b>                 | <b>9</b>                 | <b>10</b>                | <b>11</b>                | <b>12</b>                | <b>13</b>                | <b>14</b>                | <b>15</b>                | <b>16</b>                | <b>17</b>                | <b>18</b>                | <b>19</b>                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Was an Exception Adopted?  YES  NO

Did DLCD receive a Notice of Proposed Amendment...

45-days prior to first evidentiary hearing?

Yes  No

If no, do the statewide planning goals apply?

Yes  No

If no, did Emergency Circumstances require immediate adoption?

Yes  No

DLCD File No. 007-11 (18901) [16809]

**DLCD file No.** \_\_\_\_\_

Please list all affected State or Federal Agencies, Local Governments or Special Districts:

Land Conservation and Development Commission; Metro Regional Council

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Local Contact: **Doug Miller, Planner II**

Phone: **(503) 681-6231** Extension:

Address: **150 E. Main Street**

Fax Number: **503-681-6245**

City: **Hillsboro**

Zip: **97123-**

E-mail Address: **dougm@ci.hillsboro.or.us**

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### **ADOPTION SUBMITTAL REQUIREMENTS**

**This Form 2 must be received by DLCD no later than 5 working days after the ordinance has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s) per ORS 197.615 and OAR Chapter 660, Division 18**

1. This Form 2 must be submitted by local jurisdictions only (not by applicant).
2. When submitting the adopted amendment, please print a completed copy of Form 2 on light green paper if available.
3. Send this Form 2 and one complete paper copy (documents and maps) of the adopted amendment to the address below.
4. Submittal of this Notice of Adoption must include the final signed ordinance(s), all supporting finding(s), exhibit(s) and any other supplementary information (ORS 197.615).
5. Deadline to appeals to LUBA is calculated **twenty-one (21) days** from the receipt (postmark date) by DLCD of the adoption (ORS 197.830 to 197.845).
6. In addition to sending the Form 2 - Notice of Adoption to DLCD, please also remember to notify persons who participated in the local hearing and requested notice of the final decision. (ORS 197.615).
7. Submit **one complete paper copy** via United States Postal Service, Common Carrier or Hand Carried to the DLCD Salem Office and stamped with the incoming date stamp.
8. Please mail the adopted amendment packet to:

**ATTENTION: PLAN AMENDMENT SPECIALIST  
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT  
635 CAPITOL STREET NE, SUITE 150  
SALEM, OREGON 97301-2540**

9. **Need More Copies?** Please print forms on 8½ -1/2x11 green paper only if available. If you have any questions or would like assistance, please contact your DLCD regional representative or contact the DLCD Salem Office at (503) 373-0050 x238 or e-mail [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us).

<http://www.oregon.gov/LCD/forms.shtml>

Updated April 22, 2011

**ORDINANCE NO. 5987**

HCP 6-09: PLANNING COMMISSION AS CIAC

AN ORDINANCE AMENDING THE HILLSBORO COMPREHENSIVE PLAN, ORDINANCE NO. 2793-4-77 AS AMENDED, SECTION 1. PLANNING AND CITIZEN INVOLVEMENT, APPROVING A MINOR TEXT AMENDMENT TO ESTABLISH THE PLANNING COMMISSION AS THE CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC) AND TO FORM THE PUBLIC PROCESS ADVISORY COMMITTEE (PPAC).

WHEREAS, Comprehensive Plan Section 1 (IV) sets forth the procedures and criteria for minor Comprehensive Plan changes; and

WHEREAS, Comprehensive Plan Section 1 (IV) (A) authorizes the Planning Commission to initiate minor Comprehensive Plan text amendments; and

WHEREAS, Comprehensive Plan Section 1 Planning and Citizen Involvement subsection (IV) (A) sets forth the procedures and criteria for the City to initiate minor Comprehensive Plan text changes; and

WHEREAS, on July 13, 2011 the Planning Commission approved Order No. 8048 initiating this amendment, and

WHEREAS, the City established a Citizen Involvement Advisory Committee (CIAC) by Council Ordinance (Ord. No. 2793), amending the Hillsboro Comprehensive Plan and delegating to the CIAC the responsibility to “conduct the City’s Citizen Involvement Program”; and

WHEREAS, the Hillsboro 2020 Vision and Action Plan calls for the CIAC “to advise and assist in the development of a citizen involvement process that facilitates public involvement related to land use issues consistent with Section 1. Planning and Citizen Involvement of the Hillsboro Comprehensive Plan”; and

WHEREAS, Section 1 Planning and Citizen Involvement of the Hillsboro Comprehensive Plan was amended in 1996 to establish a minimum 18 member CIAC; and

WHEREAS, the minimum 18 member structure has made it difficult to maintain continuity of member involvement in the CIAC’s primary role to assist in the development of citizen involvement processes that facilitate public involvement related to land use issues; and

WHEREAS, the Hillsboro Municipal Code Audit Project of 2009-2010 included Municipal Code language in Section 2.40.020 E stating: “The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities...”; and

WHEREAS, the City’s Planning Commission frequently hears public testimony and therefore has a broad understanding of the community’s concerns regarding land use issues and this understanding would enable them to serve effectively as the permanent CIAC; and

WHEREAS, forming a Public Process Advisory Committee (PPAC), a citizen group of up to nine members, to serve in an ongoing advisory role to the CIAC would provide both broad geographic and issue-based representation related to land use issues that would be consistent with Statewide Planning Goal 1, *Citizen Involvement*; and

WHEREAS, the Oregon state Citizen Involvement Advisory Committee unanimously voted to support the proposed text amendments at their September 7, 2011 meeting; and

WHEREAS, the Planning Commission held a work session on June 8<sup>th</sup> 2011 and a public hearing on September 14, 2011 to discuss the matter; and

WHEREAS, the Planning Commission accepted the findings presented by staff at the public hearing and in staff reports dated June 13, September 7, and September 14, 2011, relying on said findings for its decision; and

WHEREAS, at the conclusion of the public hearing the Planning Commission adopted Order No. 8055 recommending City Council approval of the amendment; and

WHEREAS, the City Council considered the Planning Commission's recommendation at the regular meeting of October 4, 2011; and

NOW, THEREFORE, THE CITY OF HILLSBORO ORDAINS AS FOLLOWS:

Section 1. The City Council adopts the findings in staff reports dated June 13, September 7, and September 14, 2011, attached hereto as Exhibit A in support of their decision.

Section 2. Comprehensive Plan Ordinance No. 2793, Section 1. Planning and Citizen Involvement, is amended to establish the Planning Commission as the Citizen Involvement Advisory Committee and to form the Public Process Advisory Committee. Language text changes are shown in Exhibit B with new language underlined and old language ~~stricken through~~.

Section 3. This ordinance shall be effective from and after 30 days following its passage and approval by the Mayor.

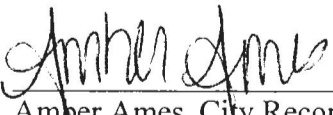
First approval of the Council on this 4<sup>th</sup> day of October 2011.

Second approval and adoption by the Council on this 18<sup>th</sup> day of October 2011.

Approved by the Mayor this 18<sup>th</sup> day of October 2011.

  
\_\_\_\_\_  
Aron Carleson, Council President

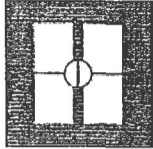
ATTEST:

  
\_\_\_\_\_  
Amber Ames, City Recorder

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CITY OF HILLSBORO

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September 14, 2011

**SUPPLEMENTAL STAFF REPORT**

**TO:** Planning Commission  
**FROM:** Planning Department

**RE:** Proposed minor Comprehensive Plan text amendments appointing the Planning Commission as the Citizen Involvement Advisory Committee and establishing the Public Process Advisory Committee

Upon further review and analysis, staff recommends that the following text changes (highlighted) be incorporated into the proposed HCP 6-09 Comprehensive Plan amendment in order to avoid duplication of function and to better reflect the intent of the relationship between the proposed Public Process Advisory Committee (PPAC) and the Citizen Involvement Advisory Committee (CIAC):

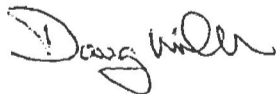
*Section (II) Definitions, (E) Public Process Advisory Committee*

*The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee regarding citizen involvement outreach strategies for proposed plan revisions, ~~or major plan amendments, or upon request by the City Council or CIAC, to the City regarding other matters of concern.~~ Membership of the PPAC shall be comprised of up to nine members including:*

- i. A Planning Commission Liaison*
- ii. A Vision Implementation Committee Liaison*
- iii. ~~Current and/or former members of City advisory boards~~*
- iv. At-large members from three Council wards (one-each)*
- v. At-large members representative of a broad spectrum of the community selected from an open nomination process*

Respectfully submitted,

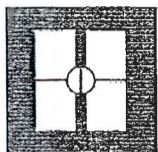
CITY OF HILLSBORO PLANNING DEPARTMENT



Doug Miller  
Urban Planner II

CITY OF HILLSBORO

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September 7, 2011

**STAFF REPORT**

**TO:** Planning Commission  
**FROM:** Planning Department

**RE:** Proposed minor Comprehensive Plan text amendments appointing the Planning Commission as the Citizen Involvement Advisory Committee and establishing the Public Process Advisory Committee

**REQUEST**

Planning staff requests that the Planning Commission recommend City Council approve a minor amendment to the Hillsboro Comprehensive Plan (HCP) making the Planning Commission the Statewide Planning Goal 1 Committee for Citizen Involvement (CCI), also known as the Citizen Involvement Advisory Committee (CIAC), and establish a Public Process Advisory Committee (PPAC) to serve in an ongoing advisory role regarding citizen involvement plans for major planning initiatives.

The Planning Commission approved Order No. 8048 initiating the proposed amendment at their July 13, 2011 meeting.

**BACKGROUND**

HCP Section 1 Planning and Citizen Involvement was added to the Comprehensive Plan in 1996 to streamline, revise and modernize the Plan's Citizen Involvement provisions in compliance with Statewide Planning Goal No. 1 Citizen Involvement and pursuant to the City's Periodic Review Work Program. HCP Section 1 (II) (A) currently defines the Citizen Involvement Advisory Committee as follows:

*"The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council."*

This minimum 18 member structure has proven difficult to maintain. CIAC meetings are scheduled when advice and assistance in the development of citizen involvement plans for major planning initiatives is needed. This need has historically been sporadic, resulting in inadequate membership commitment and continuity. Records show that between 2001 and 2008, only 4 to 5 CIAC members attended meetings.

Discussions between City staff and the Planning Commission regarding a more effective CIAC began in 2009 and continued into 2010. In January 2010, Resolution No. 2307 was adopted by City Council naming the Planning Commission as the interim Citizen Involvement Advisory Committee for planning matters. That action arose from a need to reconcile the Comprehensive Plan with the updated Municipal Code.

#### **PROPOSED COMPREHENSIVE PLAN AMENDMENTS**

The attached draft Comprehensive Plan amendment would implement a two step solution to establishing a more effective CIAC and would resolve existing CIAC issues by: 1) Appointing the Planning Commission as the permanent CIAC; and 2) forming a Public Process Advisory Committee (PPAC), a citizen group, to serve in an ongoing advisory role to the CIAC and the City regarding citizen involvement plans for major planning initiatives. The PPAC group would consist of up to nine members, with one representative from each of the three council wards, one Vision Implementation Committee liaison, one Planning Commission liaison, and four at-large members that represent a broad spectrum of the community.

This would provide broad geographic representation consistent with Statewide Planning Goal 1, *Citizen Involvement*. In addition, it would make available citizen volunteers capable of offering informed, issue-based advice to the CIAC. This combination of the Planning Commission serving as CIAC with advice from the PPAC would provide the continuity of involvement that has proved challenging under the existing CIAC structure.

#### **COORDINATION WITH THE STATE OF OREGON**

The HCP amendment required a 45-day Notice to the Oregon Department of Land Conservation and Development (DLCD). In addition, in accordance with Statewide Planning Goal 1, the city was required to provide a letter to the State's Citizen Involvement Advisory Committee stating the rationale for selecting the Planning Commission as the City's CIAC, as well as indicating the mechanism to be used for evaluation of the citizen involvement program. Staff sent the required letter simultaneously with the 45-day notice (Attachment C).

The State's Citizen Involvement Advisory Committee held a meeting on August 17, 2011 at which it discussed the City's proposal to appoint the Planning Commission as CIAC and to establish the PPAC. City staff attended the meeting and was asked to give a brief presentation addressing the rationale for the proposed Comprehensive Plan amendment followed by questions. The State's Citizen Involvement Advisory Committee recommended that the proposed amendment state that the PPAC will advise the City directly, as well as the CIAC, regarding citizen involvement plans for major planning initiatives. In addition, they requested language be modified to ensure that the PPAC membership be broadly representative of the Hillsboro community.

At their September 7, 2011 meeting, the State CIAC unanimously voted to support Hillsboro's proposed text amendments that incorporate their suggested changes. The State CIAC requested that the amendment include language that would allow the PPAC to be used to provide public outreach advice regarding other matters of concern to the City. In order to address their

concerns, the following text changes (highlighted) have been incorporated into the proposed Comprehensive Plan amendment for your consideration:

*Section (II) Definitions, (E) Public Process Advisory Committee*

*The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee and to the City regarding citizen involvement outreach strategies for proposed plan revisions, ~~or major plan amendments, or other matters of concern to the City.~~ Membership of the PPAC shall be comprised of up to nine members including:*

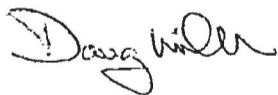
- i. A Planning Commission Liaison*
- ii. A Vision Implementation Committee Liaison*
- iii. ~~Current and/or former members of City advisory boards~~*
- iv. At-large members from three Council wards (one each)*
- v. At-large members representative of a broad spectrum of the community selected from an open nomination process*

**RECOMMENDATION**

Based on compliance of the proposed Minor Comprehensive Plan text amendment with the applicable criteria of HCP Section 1 Planning and Citizen Involvement, subsection (IV) (A), Planning staff requests that the Planning Commission adopt the attached draft Order, recommending City Council Approval of HCP 6-09. The Order cites the June 13<sup>th</sup> and September 7<sup>th</sup> staff reports and their attachments as findings in support of the amendment.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT



Doug Miller  
Urban Planner II

Attachments: Draft Order  
Exhibit A. Proposed Comprehensive Plan text amendments  
Attachment A. Packet to LCDC CIAC

**DRAFT ORDER**

HCP 6-09: PLANNING COMMISSION AS CIAC

AN ORDER RECOMMENDING CITY COUNCIL APPROVAL OF AMENDMENTS TO SECTION 1. PLANNING AND CITIZEN INVOLVEMENT OF THE COMPREHENSIVE PLAN TO ESTABLISH THE PLANNING COMMISSION AS THE CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC) AND TO FORM THE PUBLIC PROCESS ADVISORY COMMITTEE (PPAC).

WHEREAS, the City established a Citizen Involvement Advisory Committee (CIAC) by Council Ordinance (Ord. No. 2793), amending the City's Comprehensive Plan and delegating to the CIAC the responsibility to "conduct the City's Citizen Involvement Program"; and

WHEREAS, Section 1 Planning and Citizen Involvement of the Comprehensive Plan was amended in 1996 to establish a minimum 18 member structure of the CIAC; and

WHEREAS, the minimum 18 member structure has made it difficult to maintain continuity of member involvement in the CIAC's primary role to assist in the development of citizen involvement processes that facilitate public involvement related to land use issues; and

WHEREAS, the Hillsboro Municipal Code Audit Project of 2009-2010 included Municipal Code language in Section 2.40.020 E stating: "The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities..."; and

WHEREAS, the City's Planning Commission frequently hears public testimony and therefore has a broad understanding of the community's concerns regarding land use issues and this understanding would enable the Planning Commission to serve effectively as the permanent CIAC; and

WHEREAS, forming a Public Process Advisory Committee (PPAC), a citizen group of up to nine members, to serve in an ongoing advisory role to the CIAC would provide both broad geographic and issue-based representation that would be consistent with Statewide Planning Goal 1, *Citizen Involvement*; and

WHEREAS, the Planning Commission held a work session on June 8<sup>th</sup> 2011 and a public hearing on September 14, 2011 to discuss the matter; and

WHEREAS, the Planning Commission accepted the findings presented by staff at the public hearing and in staff reports dated June 13, 2011 and September 7, 2011, relying on said findings for its decision, and

Exhibit A.

WHEREAS, the Planning Commission finds the proposed text amendments are minor in nature and that it is appropriate to consider revising the Comprehensive Plan to establish the Planning Commission as the CIAC and to form the PPAC to advise them;

THE CITY OF HILLSBORO PLANNING COMMISSION ORDERS AS FOLLOWS:

Section 1. Based on the testimony and Record, the Planning Commission recommends that the City Council approve the proposed Minor Comprehensive Plan text amendments to Section 1. Planning and Citizen Involvement, as shown in the attached Exhibit A.

Section 2. This order takes effect immediately upon approval.

Approved this 14<sup>th</sup> day of September 2011.

\_\_\_\_\_  
John Coulter, President

ATTEST:

\_\_\_\_\_  
Lisa Califf, Secretary

Exhibit A.

# **COMPREHENSIVE PLAN**

**ORDINANCE NO. 2793-4-77, as amended**

**Passed by the Council and Approved by the Mayor April 5, 1977**

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**Amended through June 2010**

## HILLSBORO COMPREHENSIVE PLAN

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**HILLSBORO COMPREHENSIVE PLAN**  
Ordinance No. 2793-4-77

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**Hillsboro Comprehensive Plan  
ORDINANCE NO. 2793-4-77**

AN ORDINANCE ADOPTING A FRAMEWORK COMPREHENSIVE PLAN FOR THE CITY OF HILLSBORO AND RESCINDING RESOLUTION NO. 704-1-72.

The City of Hillsboro does ordain as follows:

**Section 1. Planning and Citizen Involvement.**  
(Amended by Ord. No. 4491/.)

(I) **Goals.**

With the advice and assistance of the Citizen Involvement Advisory Committee:

- (A) Design, ~~adopt, and implement a planning and citizen involvement process programs~~ which facilitates public involvement in major Comprehensive Plan and implementing land use ordinance revisions and assures that such actions are based on factual and complete available information. At a minimum, such public involvement programs will provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.
- (B) Inform the citizens of the Hillsboro planning area of the opportunity to participate in all phases of planning through ~~the~~ citizen involvement programs.
- (C) Encourage and actively solicit citizen participation through ~~a~~ diverse and wide-ranging communication programs.
- (D) Develop, through education, a citizenry capable of effective participation in the planning process.
- (E) ~~Establish a City Citizen Involvement Program to be conducted by the CIAC that provides individual public involvement programs for plan revisions and major plan amendments to the Comprehensive Plan that are consistent with State Planning Goal 1 and the financial resources of the City. At a minimum, such a public involvement program will provide for adequate notice on citizen involvement activities; advanced~~

~~information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.~~

(II) **Definitions.**

(A) **Citizen Involvement Advisory Committee (CIAC).**

~~The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council. The Council may appoint representatives of business located within any planning subarea to the CIAC should it determine that existing circumstances within the subarea require such business representation on the Committee. The Planning Commission will serve as the Citizen Involvement Advisory Committee fulfilling the duties described in Goal 1 for a committee for citizen involvement. The CIAC will consider the advice of the Public Process Advisory Committee (PPAC) regarding citizen involvement outreach strategies for proposed plan revisions or major amendments.~~

(B) **Community Plan.**

A "community plan" means any plan, planning document or coordinated set of planning policies which establishes coordinated policies and development guidelines for the development of land uses and development activities within a specific area of the City. A community plan is more detailed than the Comprehensive Plan and has Comprehensive Plan status and function relative to the specific geographic area to which it applies. It may contain a map, policy statements and recommendation relating to development densities, public facility and utility improvements and the arrangement of land uses to guide future land use decisions and implementing measures for its geographic area. A community plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(C) **Public Facility Plans.**

A City public facility plan may include a City plan for water systems, sewer systems, streets and roadways, public airports, public transit and public transportation, and other City public facility or utilities systems. It

may contain maps, policies and recommendations relating to public facilities. City public facility plans coordinate programs, policies, jurisdictional responsibilities, project timing or financing for public facilities or services or for topic areas required by a statewide planning goal to be addressed in the Comprehensive Plan.

City public facility plans for water, sewer, storm drainage or transportation facilities including streets, roadways, public transit and public transportation may contain rough cost estimates for public projects needed to serve the land uses contemplated in the Comprehensive Plan. Except for project timing and financing provisions, a City public facility plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(D) **Functional Plans.**

City functional plans further refine and implement Comprehensive Plan policies and recommendations regarding specific topic areas of interest or concern to the City. Such topic area include but are not limited to parks and recreation, housing, open spaces, natural resources development and conservation, historic resources, culture and the arts, economic development, environmental quality and other topic area or elements addressed in the Comprehensive Plan. City functional plans are prepared from time to time in response to community need and are intended to guide the development and implementation of related functional programs or activities conducted by City agencies.

(E) **~~Planning Subareas.~~ Public Process Advisory Committee**

The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee and to the City regarding citizen involvement outreach strategies for proposed plan revisions, or major plan amendments, or other matters of concern to the City. Membership of the PPAC shall be comprised of up to nine members including:

- i. A Planning Commission Liason
- ii. A Vision Implementation Committee Liason
- iii. Current and/or former members of City advisory boards
- iv. At-large members from three Council wards (one-each)

v. At-large members representative of a broad spectrum of the  
community selected from an open nomination process

~~—The eight City Planning Subareas referred to in this Section shall  
be those areas shown on the map attached hereto as Figure 1-1  
and shall be identified generally as follows:~~

- ~~———— Connell/Garibaldi/Dennis Area~~
- ~~———— Glencoe/Jackson School/Sunrise Area~~
- ~~———— Downtown/Jackson Bottom/Eastwood/Henry Area~~
- ~~———— Minter Bridge/River Road/Rood Bridge Area~~
- ~~———— Brogden/Cedar/Bentley Area~~
- ~~———— Airport/Orencia/West Union Area~~
- ~~———— Reedville/Witch Hazel Area~~
- ~~———— Tanasbourne/OGI/Primate Center Area~~

~~The number and location of Planning Subareas may be amended from time to  
time as the need arises by agreement of the CIAC, Planning Commission  
and City Council.~~

**(F) Plan Revision.**

As used in this Section, "plan revision" means: a revision(s) to the entire Comprehensive Plan text or map initiated by the City Council; 1) under a Periodic Review Program pursuant to ORS 197.628 conducted every 4 to 10 years; 2) to implement an adopted Regional Framework Plan or Metro Functional Plan; or 3) as part of a comprehensive evaluation of the Comprehensive Plan. All Plan revisions shall be processed in accordance with the procedures specified in Part (III) of this Section.

**(G) Major Plan Amendment.**

"Major Plan Amendment" includes any significant change to the Comprehensive Plan text or map initiated by the City Council or Planning Commission. A "significant change" is one that amends or refines both the Plan text and map, has operative effect over a large geographic area and is likely to have significant environmental, energy, economic and social consequences. Major plan amendments include but are not limited to Plan amendments that incorporate community plans as part of the Comprehensive Plan or incorporate portions of public facility plans as part

of the Comprehensive Plan in accordance with State statute and regulations implementing Statewide Planning Goal 11. All major plan amendments shall be processed in accordance with the provisions specified in Part (III) of this Section.

(H) **Minor Plan Amendment**

As used in this Section, "minor amendment" means any change to the Comprehensive Plan which is not a major plan amendment. Minor Plan amendments include all quasi-judicial, site-specific amendments to the Comprehensive Plan Map. All minor plan amendments shall be processed in accordance with the procedures specified in Part (IV) of this Section.

(III) **Plan Revision and Major Plan Amendments.**

Plan revisions and major plan amendments shall be processed as legislative procedures. The following process shall be used when conducting any plan revision or major plan amendment of the Comprehensive Plan:

~~The following process will be utilized in the review and revision of the Hillsboro Comprehensive Plan:~~

- (A) For each proposed plan revision or major plan amendment to the Comprehensive Plan, the City Planning Department will:
- (1) With the advice and assistance of the CIAC, establish and conduct a citizen involvement program which provides for public involvement and input into the proposed revision or amendment which complies with Statewide Planning Goal 1 requirements. At a minimum, such a public involvement program shall provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for public involvement in all phases of the planning process applicable to the proposed plan revision or major plan amendment as determined by the CIAC.
  - (2) Identify issues to be addressed and related information and data to be collected, reviewed and made available for public review. Inform citizens of these issues; and provide opportunity for citizen access to the related information and data; and for citizen input on these issues.
  - (3) Notify affected government agencies of planning activities; invite review and comment.

- (4) Collect relevant information and data.
- (5) Analyze each issue and identify proposed actions which address the issue sufficiently. As part of the public involvement program for the plan revision or major plan amendment:
  - (a) Compile and combine the issue, relevant data and information and actions into text format and make copies of such text available for review and comments by citizens and affected government agencies.
  - (b) Compile comments received from citizens and affected government agencies for consideration by the Planning Commission. The Planning Department shall prepare written responses to comments and make the responses available for public review and to the Planning Commission during its consideration of the proposed plan revision or major plan amendment.
- (6) A Planning Commission public hearing on a plan revision or major plan amendment shall be conducted after completion of the tasks set forth in Section (III)(A)(1 through 5) above and the citizen involvement program for the plan revision or major plan amendment established by the CIAC. Notice of any public hearing by the Planning Commission or City Council on a plan revision or major plan amendment to the Comprehensive Plan shall be published in a newspaper of general circulation in the City a minimum of 20 days prior to the date of the initial public hearing. Any such notice shall contain:
  - (a) A summary of the plan revision or major plan amendment.
  - (b) The time, date and place of the hearing.
  - (c) The location(s) at which copies of the plan revision or major plan amendment summary may be obtained.
  - (d) A statement that all interested persons may appear and provide testimony and that only those persons making an appearance of record may appeal the determination of the Planning Commission or City Council.
  - (e) A general explanation of the requirements for submission of testimony and the procedure for conduct of the hearing.
- (7) The Planning Commission may recess the hearing in order to obtain further information or provide additional notification. Upon

recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

- (8) After hearing the plan revision or major plan amendment, the Planning Commission shall forward a recommendation of denial, approval, or approval with modifications of the plan revision or major plan amendment to the City Council.
- (9) The City Council shall hold a hearing during its consideration of a plan revision and may hold a public hearing on any major plan amendment. Notice of the hearing shall be provided in the manner prescribed in subsection (III)(A)(6). After consideration of the plan revision or major plan amendment, the City Council may adopt or deny the plan revision or major plan amendment.
- (10) The Planning Department shall keep copies of adopted text of the plan revision or major plan amendment on file at the City Hall and City Library for inspection by the public and shall notify citizens and government agencies that copies of the adopted text are available for inspection.
- (11) The final City Council decision on a plan revision or major plan amendment may be appealed in accordance with applicable State statutory provisions, relating to appeals of decisions amending an acknowledged comprehensive plan.
- (12) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed plan revisions or major plan amendments.

**(IV) Minor Plan Amendments.**

**(A) Minor Plan Amendment: Plan Text.**

- (1) On its own volition, the City Council or Planning Commission may initiate a minor plan amendment to the text of the Comprehensive Plan by order whenever a need for such a revision is documented. A minor plan amendment, proposing a change to the text of the Comprehensive Plan, shall be processed pursuant to legislative notice and procedures. (Amended by Ord. No. 5891/12-08.)
- (2) Notice of any public hearing on a minor plan amendment to the Comprehensive Plan text shall be by two (2) publications in a

newspaper of general circulation in the City of Hillsboro not less than five (5) days, nor more than twenty (20) days prior to the date of the hearing.

**(B) Minor Plan Amendment: Plan Map.**

- (1) A minor plan amendment proposing a change to the Comprehensive Plan Map designation shall be processed pursuant to quasi-judicial notice and procedures and may be requested at any time by a property owner(s), a person(s) purchasing property under contract, or a person(s) who has the written consent of the property owner. A minor Plan Map amendment may also be initiated by the City Council or the Planning Commission where:
  - (a) The land use on the subject property has changed substantially since the adoption of the Plan Map designation, and is inconsistent with the current Plan Map designation;
  - (b) The subject property has passed from public ownership and use to private ownership and use, or the reverse; or
  - (c) The current Plan Map designation on the subject property is inconsistent with the surrounding properties, based on earlier Plan map changes, and development of the subject property under the implementing zone of the Plan Map designation would have substantial adverse effects on the surrounding properties; and
  - (d) The proposed designation is supportive of and implements goals and policies of the Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (2) Approval of a minor Plan Map amendment shall be based on demonstration that all of the following criteria are satisfied:
  - (a) The property is better suited for uses proposed than for the uses for which the property is currently designated by the Plan;
  - (b) A need exists for the proposed Plan Map designation that is not already met by existing Plan Map designations in the general area; and

(c) The proposed designation is consistent with relevant goals and policies of the Hillsboro Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (3) Notice of any public hearing on such a minor plan amendment to the Comprehensive Plan Map shall be by two (2) publications in a newspaper of general circulation in the City not less than 5 days nor more than 20 days prior to the date of the hearing and by mailing written notice not less than 20 days prior to the date of the hearing to owners of property within the area enclosed by lines parallel to and 500 feet from the exterior boundaries of the property involved using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. In addition, the written notice shall be mailed to the community or neighborhood association and the Citizen Participation Organization within which the property is located and to State, county and city agencies or individuals who request such notice. The contents of the written notice shall comply with the applicable State statutory requirements. The failure of a person to receive the notice specified in this section shall not invalidate any proceedings in connection with the proposed minor revision.
- (4) A complete application and supporting information addressing the specific criteria for Plan Map amendments shall be filed with the City Planning Department. In order to defray the costs of processing, the application shall be accompanied by a fee as established by the City Council under Subsection (3) of this section. A complete application must include documentation of a neighborhood meeting in compliance with Subsection (4) of this Section. (Amended by Ord. No. 4132/3-93; 5312/10-03, Ord. No. 5597/1-06, and Ord. No. 5777/8-07)
- (5) For the purpose of establishing or revising the fee cited in subsection (2) above, the City Council shall hold a public hearing. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site. (Added by Ord. No. 5597/1-06.)
- (6) Prior to submittal of an application for a Minor Plan Map Amendment, the applicant shall hold a neighborhood meeting at a location in the closest practicable proximity to the subject site. The meeting shall be held on a weekday evening or weekends at any reasonable time. Mailed notice of the meeting shall be provided by the applicant to the surrounding neighborhood, at the

same notification radius required by the City for the minor Comprehensive Plan Map amendment. The applicant shall also post notice of the neighborhood meeting on the site at least seven days before the meeting.

At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

The neighborhood meeting notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees shall be included with the development application upon submittal.

Compliance with the provisions of this section is a jurisdictional requirement of the Hillsboro Comprehensive Plan. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted, such applications shall not be accepted by the City. (Added by Ord. No. 5777/8-07)

(Renumbered by Ord. No. 5938/5-10.)

**(C) Minor Plan Amendment - General Procedures.**

- (1) A public hearing shall be held by the Planning Commission on any minor plan amendment.
- (2) Recess of hearing. The Planning Commission may recess a hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.
- (3) After hearing the proposed minor plan amendment, the Planning Commission shall deny or forward a recommendation of approval or approval with modifications to the City Council.

- (4) Any party to a proceeding on a minor plan amendment may appeal the recommendation on the amendment of the Planning Commission to the City Council by filing such an appeal with the City Recorder within fifteen (15) days of the mailing date of the Planning Commission's Notice of Decision on the amendment.
- (5) The City Council may hold a hearing on the proposed minor plan amendment. The Council shall hold a hearing on any appeal of a Planning Commission decision on a minor plan amendment. If a public hearing is held, notice for such a hearing shall comply with the applicable notice requirements relating to minor amendments to the Plan text or to the Plan Map as set forth above. After consideration of a proposal or an appeal, the City Council may adopt or deny the minor plan amendment or uphold, reject or modify the recommendation of the Planning Commission.
- (6) The applicant shall be notified in writing of the City Council decision.
- (7) The Planning Department shall keep copies of the adopted minor plan amendment on file at City Hall and the City Library for inspection by the public and shall notify citizens and government agencies who have requested notice that copies of the adopted amendments are available for inspection.
- (8) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed minor plan amendments.

**(V) Community Plans, Public Facility Plans and Functional Plans.**

A Community Plan, a Public Facility Plan or a Functional Plan may be initiated by the City Council or Planning Commission at any time in response to community need. Community Plans shall be adopted by the City Council as major plan amendments to the City's Comprehensive Plan Text or Land Use Map as applicable.

Adoption of Public Facility Plans shall comply with applicable State statutes and regulations relating to portions of public facility plans required to be included in the Comprehensive Plan. Those portions of public facility plans required to be included in the Comprehensive Plan shall be adopted by ordinance as major plan

**HILLSBORO COMPREHENSIVE PLAN**  
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COMMUNITY PLAN

amendments to the Comprehensive Plan Text or Map, as applicable. A Functional Plan shall be adopted by City Council Resolution.

- (VI) The Planning Department shall keep copies of the Comprehensive Plan, the City Community Development Code, adopted Community Plans and Functional Plans on file at City Hall and at all branches of the City Library for inspection by the public. The Planning Department shall notify citizens and government agencies that copies of such adopted plans are available for public review and distribution. The Planning Department shall notify citizens and government agencies that copies of the adopted plan are available for review.
- (VII) **Continual review process.** During the 4-10 years period between scheduled major reviews of the Comprehensive Plan pursuant to ORS 197.628 Periodic Review requirements, the City Planning Commission, with the assistance of the Planning Department, shall continually review the Comprehensive Plan and may initiate major or minor revisions of the Plan in order to address Citywide or community needs. As part of this responsibility, the Planning Commission shall schedule and conduct a Public Plan Review Process once every two (2) years according to a schedule determined by the Planning Commission to consider such requests for Plan revisions from any property owner, City agency, government agency, or business or community organization.
- (VIII) **Communication.** As part of its responsibility to ~~conduct~~ oversee the City's Citizen Involvement Program ~~programs~~, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. The ~~Committee~~ CIAC will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements.
- (IX) **Feedback mechanism.** Comments and recommendations resulting from the public involvement programs established for major and minor revisions of the Comprehensive Plan and Community Plans and Functional Plans will be collected and summarized by staff. Copies of the summarized comments will be made available for public review at the City Planning Department. The Planning Commission recommendations and City Council decisions on major and minor revisions to the Plan, Community Plans, and Functional Plans and the rationale relied upon by policymakers to reach such recommendation and decisions will be made available to the public in the form of a written record.

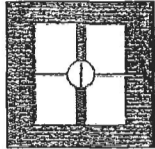
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**COMMUNITY PLAN**

- (X) **Financial support.** The City Council will guarantee to the best of its financial ability that the CIAC has the financial support necessary for a successful citizen involvement programs.
- (XI) **Selection process.** It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission/~~and~~ CIAC positions. Volunteers will be solicited through the use of articles in the local newspaper and City newsletter, personal contact with citizens who have demonstrated interest in the past, and contacts with local citizen groups and service organizations. Each citizen applying for a position on the Commission/~~or~~ CIAC will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. ~~Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council.~~
- (XII) ~~**Ongoing citizen participation program.** By December 31, 1997, the CIAC shall prepare and recommend for City Council approval a plan for an ongoing City citizen participation program. In preparing the plan, the CIAC shall, at a minimum, study and consider the Tigard, Beaverton, Portland, Forest Grove and Washington County models of citizen participation. The plan shall be consistent with the provisions of this ordinance and shall identify the methods and procedures by which interested citizens businesses, and civic and community organizations may comment on planning and land use proposals and actions in the City. In preparing the plan, the CIAC shall solicit input from the citizens of Hillsboro through at least three (3) community wide workshops, public forums and/or community open houses.~~

CITY OF HILLSBORO

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July 13, 2011

Ms. Ann Glaze  
Chair, LCDC Citizen Involvement Advisory Committee  
635 Capitol St. NE, Ste. 150  
Salem, OR 97301-2540

RE: City of Hillsboro's Citizen Involvement Advisory Committee

Dear Ms. Glaze:

The City of Hillsboro is initiating an amendment to its Comprehensive Plan that would appoint the Planning Commission as the Citizen Involvement Advisory Committee. A copy of the draft text amendment is enclosed for your information. Statewide Planning Goal 1, *Citizen Involvement* states:

*"...If the governing body wishes to assume the responsibility for development as well as adoption and implementation of the citizen involvement program or to assign such responsibilities to a planning commission, a letter shall be submitted to the Land Conservation and Development Commission for the state Citizen Involvement Advisory Committee's review and recommendation stating the rationale for selecting this option, as well as indicating the mechanism to be used for an evaluation of the citizen involvement program. If the planning commission is to be used in lieu of an independent CCI, its members shall be selected by an open, well-publicized public process."*

This letter addresses the above stated requirements, as follows:

**Rationale**

Hillsboro Comprehensive Plan (HCP) Section 1 Planning and Citizen Involvement was added in 1996 to streamline, revise and modernize the Plan's Citizen Involvement provisions in compliance with Goal 1, *Citizen Involvement*. HCP Section 1 (II) (A) currently defines the Citizen Involvement Advisory Committee as follows:

*"The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council..."*

This minimum 18 member structure has proven difficult to maintain. CIAC meetings are scheduled when advice and assistance in the development of citizen involvement plans for major

Exhibit A.

planning initiatives is needed. This need has historically been sporadic, resulting in inadequate membership commitment and continuity. Records show that between 2001 and 2008, only 4 to 5 CIAC members attended meetings.

Discussions between city staff and the Planning Commission regarding a more effective CIAC structure occurred during 2009 and 2010. A proposal was made that the Planning Commission serve as CIAC because the Commission frequently hears public testimony and therefore has a broad understanding of the community's concerns. Commissioners generally felt the role of CIAC would be appropriate for them, provided sufficient opportunity be given to interested citizens to participate in the creation of public outreach programs.

The attached Order No. 8048 would implement a two step solution to establishing a more effective CIAC by: 1) Appointing the Planning Commission as the permanent CIAC; and 2) forming a Public Process Advisory Committee (PPAC), a citizen group, to serve in an ongoing advisory role to the CIAC. The PPAC group would be an officially organized group that would function under a set of by-laws. The PPAC would consist of up to nine members, with one representative from each of the three council wards, two at-large members, two current or former members of City advisory boards, one Vision Implementation Committee (VIC) liaison, and one Planning Commission liaison.

The PPAC would provide broad geographic representation consistent with Statewide Planning Goal 1, *Citizen Involvement* and would make available seasoned citizen volunteers capable of offering informed, issue-based advice to the CIAC. In addition, having a member of the VIC sit on the PPAC would ensure *Strategy 1.2 of the Hillsboro 2020 Vision and Action Plan, Promote Participation in Local Decisions* is integrated into land use planning public participation (see [http://www.hillsboro2020.org/FileLib/H2020ActionPlan2010\\_Web.pdf](http://www.hillsboro2020.org/FileLib/H2020ActionPlan2010_Web.pdf) ). This combination of the Planning Commission serving as CIAC with advice from the PPAC would provide the continuity of service that has proved challenging under the existing CIAC structure.

#### **Program Evaluation**

HCP Section 1 (VIII) Communication currently states:

*"As part of its responsibility to conduct the City's Citizen Involvement programs, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. The Committee will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements."*

This language assigns responsibility to review the effectiveness of citizen involvement programs to the CIAC. In addition, one role of the proposed PPAC would be to annually review ongoing and completed public involvement programs to determine their effectiveness and to document lessons learned. Proposed text changes to this HCP section clarify that the role of the CIAC is to oversee public involvement programs, which will be carried out by city staff.

Exhibit A.

**Selection Process**

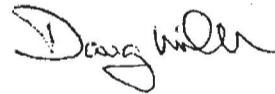
HCP Section 1 (XI) Selection Process currently states:

*"It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission and CIAC Positions. Volunteers will be solicited through the use of articles in the local newspaper, personal contact with citizens who have demonstrated interest in the past, and contacts with local service organizations. Each citizen applying for a position on the Commission of CIAC will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council."*

The last Planning Commission recruitment occurred in the first quarter of 2011. Press releases announcing the recruitment were sent to the Oregonian and the Hillsboro Argus. In addition, announcements were included on the City's website and in the bimonthly newsletter, which is mailed to every Hillsboro household. Proposed text amendments to this section would add the City newsletter and contact with local citizen groups as additional outreach tools to recruit candidates for the Planning Commission/CIAC.

Thank you for reviewing the city's proposed CIAC text amendment. A public hearing on the proposed text amendment is scheduled for September 14, 2011. If you have any questions please feel free to contact me.

Sincerely,



Doug Miller, Urban Planner II  
City of Hillsboro Planning Department  
503-681-6231  
dougm@ci.hillsboro.or.us

c: Bob Rindy, DLCD  
Anne Debbaut, DLCD

**ORDER NO. 8048**

HCP 6-09: PLANNING COMMISSION AS CIAC

AN ORDER INITIATING AMENDMENTS TO SECTION 1. PLANNING AND CITIZEN INVOLVEMENT OF THE COMPREHENSIVE PLAN TO ESTABLISH THE PLANNING COMMISSION AS THE CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC) AND TO FORM THE PUBLIC PROCESS ADVISORY COMMITTEE (PPAC).

WHEREAS, the City established a Citizen Involvement Advisory Committee (CIAC) by Council Ordinance (Ord. No. 2793), amending the City's Comprehensive Plan and delegating to the CIAC the responsibility to "conduct the City's Citizen Involvement Program"; and

WHEREAS, Section 1 Planning and Citizen Involvement of the Comprehensive Plan was amended in 1996 to establish a minimum 18 member structure of the CIAC; and

WHEREAS, the minimum 18 member structure has made it difficult to maintain a continuity of service in the CIAC's primary role to advise and assist in the development of citizen involvement processes that facilitate public involvement related to land use issues; and

WHEREAS, the Hillsboro Municipal Code Audit Project of 2009-2010 included Municipal Code language in Section 2.40.020 E stating: "The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities..."; and

WHEREAS, the City's Planning Commission frequently hears public testimony and therefore has a broad understanding of the community's concerns regarding land use issues and this understanding would enable the Planning Commission to serve effectively as the permanent CIAC; and

WHEREAS, forming a Public Process Advisory Committee (PPAC), a citizen group of up to nine members, to serve in an ongoing advisory role to the CIAC would provide both broad geographic and issue-based representation that would be consistent with Statewide Planning Goal I, *Citizen Involvement*; and

WHEREAS, Comprehensive Plan Section 1 (IV) (A) authorizes the Planning Commission to initiate minor Comprehensive Plan text amendments; and

WHEREAS, the Planning Commission finds the proposed text amendments are minor in nature and that it is appropriate to consider revising the Comprehensive Plan to establish the Planning Commission as the CIAC and to form the PPAC to advise them;

THE CITY OF HILLSBORO PLANNING COMMISSION ORDERS AS FOLLOWS:

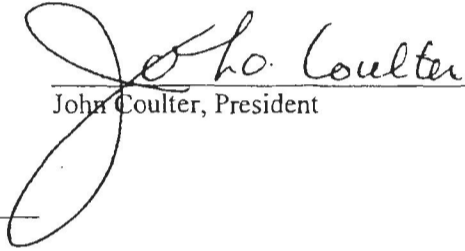
Exhibit A.

Section 1. The Planning Commission hereby initiates amendments to the Hillsboro Comprehensive Plan Section 1. Planning and Citizen Involvement, as shown in the attached Exhibit A, scheduling the proposed text amendments for public hearing before the Commission at a time the Commission deems appropriate.

Section 2. The Planning Director is directed to timely notify affected agencies and interested parties of this proposed amendment as required by the Hillsboro Comprehensive Plan and by State statute.

Section 3. This order takes effect immediately upon approval.

Approved this 13<sup>th</sup> day of July 2011.

  
John Coulter, President

ATTEST:   
Lisa Califf, Secretary

## Vision Implementation Committee



The success of the Hillsboro 2020 Vision Action Plan is determined through its **implementation**. A citizen-led Hillsboro 2020 Vision Implementation Committee (VIC) tracks and facilitates the progress of the Vision Action Plan. The committee is responsible for recommending revisions of the plan to the Hillsboro City Council as may be required to optimize effective implementation.

VIC membership reflects the broad interests and population of the community. The members include representatives from the Vision Action Plan's lead partners with two or more actions, key community interests and the public-at-large.

All Vision Implementation Committee meetings are open to the public. Public notice of each meeting is provided through media releases, mailings, and the project website.

A "Steering Committee," comprised of members of the Implementation Committee, acts as an executive advisory group. The Steering Committee helps identify issues for full committee discussion and makes recommendations for action. The Steering Committee also helps facilitate solutions if and when implementation barriers arise.

The charge, detailed membership structure, and staffing arrangements are described in the following pages.





# VISION FOCUS AREA: STRENGTHENING AND SUSTAINING COMMUNITY

## STRATEGY 1: Develop a citizen involvement plan to promote early, frequent and regular participation in local decisions and actions. Priority/Timeline

1.1	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20
Citizen Involvement Advisory Committee	Use the Citizen Involvement Advisory Committee (CIAC) to advise and assist in the development of a citizen involvement process that facilitates public involvement related to land use issues consistent with Section 1, Planning and Citizen Involvement, of the Hillsboro Comprehensive Plan.	City of Hillsboro	Hillsboro Chamber of Commerce; churches; youth organizations; Hispanic and other minority community organizations; Hillsboro School District; Tualatin Valley Television; other community groups and agencies involved in the Hillsboro 2020 visioning process	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20
Promote Participation in Local Decisions	Develop dialogue between the City of Hillsboro, citizens, businesses, and organizations to keep all parties informed, to promote regular participation in local decisions and actions and to encourage volunteerism.	City of Hillsboro	Hillsboro Chamber of Commerce; Hispanic and other minority organizations; Washington County Vision Action Network (VAN); schools; Port of Portland; Oregon Department of Transportation (ODOT)		<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20
Building Community	Facilitate opportunities to build community at the neighborhood level and improve dialogue around localized issues.	City of Hillsboro	Heart of Hillsboro; Hillsboro Downtown Business Association (HDBA); community-based non-profit organizations		<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20
City-Neighborhood Communications	Facilitate direct communication with neighborhoods and districts on critical issues through HOAs and multi-family housing contacts.	City of Hillsboro	Community Volunteers, Homeowner Associations, Neighborhood Watch Program, LOAC, Bienestar				<input type="checkbox"/> Ongoing

## STRATEGY 2: Make online technology accessible and affordable to all residents of the community. Priority/Timeline

2.1	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20
Online Technology Access	Increase access to online resources and web-based services for all Hillsboro residents.	One Economy	Hillsboro Chamber of Commerce	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20
Access to the Web	Promote, encourage and continue development of online access to City of Hillsboro and other local government resources.	City of Hillsboro	Washington County; Hillsboro School District; Service clubs; businesses		<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20
Public Online Centers and Computer Systems	(A) Create online centers in public places, throughout the community. (B) Maintain and update.	City of Hillsboro	(A) Hillsboro Chamber of Commerce; service and other organizations; high-tech and other major employers; telecommunications companies; AARP; OSU Extension Service; Centro Cultural; Washington County; Hillsboro School District. (B) Hillsboro School District; Community Action Organization; Centro Cultural; Washington County; 4-H Tech Wizards; Pacific University Masters in Education Department	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exhibit A.

# **COMPREHENSIVE PLAN**

**ORDINANCE NO. 2793-4-77, as amended**

**Passed by the Council and Approved by the Mayor April 5, 1977**

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**Amended through June 2010**

## HILLSBORO COMPREHENSIVE PLAN

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**HILLSBORO COMPREHENSIVE PLAN**  
Ordinance No. 2793-4-77

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**Hillsboro Comprehensive Plan  
ORDINANCE NO. 2793-4-77**

AN ORDINANCE ADOPTING A FRAMEWORK COMPREHENSIVE PLAN FOR THE CITY OF HILLSBORO AND RESCINDING RESOLUTION NO. 704-1-72.

The City of Hillsboro does ordain as follows:

**Section 1. Planning and Citizen Involvement.**  
(Amended by Ord. No. 4491/.)

(I) **Goals.**

With the advice and assistance of the Citizen Involvement Advisory Committee:

- (A) Design, ~~adopt, and implement a planning and citizen involvement process~~ programs which facilitates public involvement in major Comprehensive Plan and implementing land use ordinance revisions and assures that such actions are based on factual and complete available information. At a minimum, such public involvement programs will provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.
- (B) Inform the citizens of the Hillsboro planning area of the opportunity to participate in all phases of planning through ~~the~~ citizen involvement programs.
- (C) Encourage and actively solicit citizen participation through ~~a~~ diverse and wide-ranging communication programs.
- (D) Develop, through education, a citizenry capable of effective participation in the planning process.
- ~~(E) Establish a City Citizen Involvement Program to be conducted by the CIAC that provides individual public involvement programs for plan revisions and major plan amendments to the Comprehensive Plan that are consistent with State Planning Goal 1 and the financial resources of the City. At a minimum, such a public involvement program will provide for adequate notice on citizen involvement activities; advanced~~

~~information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.~~

**(II) Definitions.**

**(A) Citizen Involvement Advisory Committee (CIAC).**

~~The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council. The Council may appoint representatives of business located within any planning subarea to the CIAC should it determine that existing circumstances within the subarea require such business representation on the Committee. The Planning Commission will serve as the Citizen Involvement Advisory Committee fulfilling the duties described in Goal 1 for a committee for citizen involvement. The CIAC will consider the advice of the Public Process Advisory Committee (PPAC) regarding citizen involvement outreach strategies for proposed plan revisions or major amendments.~~

**(B) Community Plan.**

A "community plan" means any plan, planning document or coordinated set of planning policies which establishes coordinated policies and development guidelines for the development of land uses and development activities within a specific area of the City. A community plan is more detailed than the Comprehensive Plan and has Comprehensive Plan status and function relative to the specific geographic area to which it applies. It may contain a map, policy statements and recommendation relating to development densities, public facility and utility improvements and the arrangement of land uses to guide future land use decisions and implementing measures for its geographic area. A community plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

**(C) Public Facility Plans.**

A City public facility plan may include a City plan for water systems, sewer systems, streets and roadways, public airports, public transit and public transportation, and other City public facility or utilities systems. It

may contain maps, policies and recommendations relating to public facilities. City public facility plans coordinate programs, policies, jurisdictional responsibilities, project timing or financing for public facilities or services or for topic areas required by a statewide planning goal to be addressed in the Comprehensive Plan.

City public facility plans for water, sewer, storm drainage or transportation facilities including streets, roadways, public transit and public transportation may contain rough cost estimates for public projects needed to serve the land uses contemplated in the Comprehensive Plan. Except for project timing and financing provisions, a City public facility plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(D) **Functional Plans.**

City functional plans further refine and implement Comprehensive Plan policies and recommendations regarding specific topic areas of interest or concern to the City. Such topic area include but are not limited to parks and recreation, housing, open spaces, natural resources development and conservation, historic resources, culture and the arts, economic development, environmental quality and other topic area or elements addressed in the Comprehensive Plan. City functional plans are prepared from time to time in response to community need and are intended to guide the development and implementation of related functional programs or activities conducted by City agencies.

(E) **~~Planning Subareas.~~ Public Process Advisory Committee**

The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee regarding citizen involvement outreach strategies for proposed plan revisions or major amendments. Membership of the PPAC shall be comprised of up to nine members including:

- i. A Planning Commission Liason
- ii. A Vision Implementation Committee Liason
- iii. Current and/or former members of City advisory boards
- iv. At-large members from three Council wards (one-each)
- v. At-large members selected from open nomination process

~~The eight City Planning Subareas referred to in this Section shall be those areas shown on the map attached hereto as Figure 1-1 and shall be identified generally as follows:~~

- ~~———— Connell/Garibaldi/Dennis Area~~
- ~~———— Glencoe/Jackson School/Sunrise Area~~
- ~~———— Downtown/Jackson Bottom/Eastwood/Henry Area~~
- ~~———— Minter Bridge/River Road/Rood Bridge Area~~
- ~~———— Brogden/Cedar/Bentley Area~~
- ~~———— Airport/Oreco/West Union Area~~
- ~~———— Reedville/Witch Hazel Area~~
- ~~———— Tanasbourne/OGI/Primate Center Area~~

~~The number and location of Planning Subareas may be amended from time to time as the need arises by agreement of the CIAC, Planning Commission and City Council.~~

**(F) Plan Revision.**

As used in this Section, "plan revision" means: a revision(s) to the entire Comprehensive Plan text or map initiated by the City Council; 1) under a Periodic Review Program pursuant to ORS 197.628 conducted every 4 to 10 years; 2) to implement an adopted Regional Framework Plan or Metro Functional Plan; or 3) as part of a comprehensive evaluation of the Comprehensive Plan. All Plan revisions shall be processed in accordance with the procedures specified in Part (III) of this Section.

**(G) Major Plan Amendment.**

"Major Plan Amendment" includes any significant change to the Comprehensive Plan text or map initiated by the City Council or Planning Commission. A "significant change" is one that amends or refines both the Plan text and map, has operative effect over a large geographic area and is likely to have significant environmental, energy, economic and social consequences. Major plan amendments include but are not limited to Plan amendments that incorporate community plans as part of the Comprehensive Plan or incorporate portions of public facility plans as part of the Comprehensive Plan in accordance with State statute and regulations implementing Statewide Planning Goal 11. All major plan

amendments shall be processed in accordance with the provisions specified in Part (III) of this Section.

(H) **Minor Plan Amendment**

As used in this Section, "minor amendment" means any change to the Comprehensive Plan which is not a major plan amendment. Minor Plan amendments include all quasi-judicial, site-specific amendments to the Comprehensive Plan Map. All minor plan amendments shall be processed in accordance with the procedures specified in Part (IV) of this Section.

(III) **Plan Revision and Major Plan Amendments.**

Plan revisions and major plan amendments shall be processed as legislative procedures. The following process shall be used when conducting any plan revision or major plan amendment of the Comprehensive Plan:

~~The following process will be utilized in the review and revision of the Hillsboro Comprehensive Plan.~~

- (A) For each proposed plan revision or major plan amendment to the Comprehensive Plan, the City Planning Department will:
- (1) With the advice and assistance of the CIAC, establish and conduct a citizen involvement program which provides for public involvement and input into the proposed revision or amendment which complies with *Statewide Planning Goal 1 requirements*. At a minimum, such a public involvement program shall provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for public involvement in all phases of the planning process applicable to the proposed plan revision or major plan amendment as determined by the CIAC.
  - (2) Identify issues to be addressed and related information and data to be collected, reviewed and made available for public review. Inform citizens of these issues; and provide opportunity for citizen access to the related information and data; and for citizen input on these issues.
  - (3) Notify affected government agencies of planning activities; invite review and comment.
  - (4) *Collect relevant information and data.*

- (5) Analyze each issue and identify proposed actions which address the issue sufficiently. As part of the public involvement program for the plan revision or major plan amendment:
  - (a) Compile and combine the issue, relevant data and information and actions into text format and make copies of such text available for review and comments by citizens and affected government agencies.
  - (b) Compile comments received from citizens and affected government agencies for consideration by the Planning Commission. The Planning Department shall prepare written responses to comments and make the responses available for public review and to the Planning Commission during its consideration of the proposed plan revision or major plan amendment.
- (6) A Planning Commission public hearing on a plan revision or major plan amendment shall be conducted after completion of the tasks set forth in Section (III)(A)(1 through 5) above and the citizen involvement program for the plan revision or major plan amendment established by the CIAC. Notice of any public hearing by the Planning Commission or City Council on a plan revision or major plan amendment to the Comprehensive Plan shall be published in a newspaper of general circulation in the City a minimum of 20 days prior to the date of the initial public hearing. Any such notice shall contain:
  - (a) A summary of the plan revision or major plan amendment.
  - (b) The time, date and place of the hearing.
  - (c) The location(s) at which copies of the plan revision or major plan amendment summary may be obtained.
  - (d) A statement that all interested persons may appear and provide testimony and that only those persons making an appearance of record may appeal the determination of the Planning Commission or City Council.
  - (e) A general explanation of the requirements for submission of testimony and the procedure for conduct of the hearing.
- (7) The Planning Commission may recess the hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

- (8) After hearing the plan revision or major plan amendment, the Planning Commission shall forward a recommendation of denial, approval, or approval with modifications of the plan revision or major plan amendment to the City Council.
- (9) The City Council shall hold a hearing during its consideration of a plan revision and may hold a public hearing on any major plan amendment. Notice of the hearing shall be provided in the manner prescribed in subsection (III)(A)(6). After consideration of the plan revision or major plan amendment, the City Council may adopt or deny the plan revision or major plan amendment.
- (10) The Planning Department shall keep copies of adopted text of the plan revision or major plan amendment on file at the City Hall and City Library for inspection by the public and shall notify citizens and government agencies that copies of the adopted text are available for inspection.
- (11) The final City Council decision on a plan revision or major plan amendment may be appealed in accordance with applicable State statutory provisions, relating to appeals of decisions amending an acknowledged comprehensive plan.
- (12) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed plan revisions or major plan amendments.

**(IV) Minor Plan Amendments.**

**(A) Minor Plan Amendment: Plan Text.**

- (1) On its own volition, the City Council or Planning Commission may initiate a minor plan amendment to the text of the Comprehensive Plan by order whenever a need for such a revision is documented. A minor plan amendment, proposing a change to the text of the Comprehensive Plan, shall be processed pursuant to legislative notice and procedures. (Amended by Ord. No. 5891/12-08.)
- (2) Notice of any public hearing on a minor plan amendment to the Comprehensive Plan text shall be by two (2) publications in a newspaper of general circulation in the City of Hillsboro not less than five (5) days, nor more than twenty (20) days prior to the date of the hearing.

(B) **Minor Plan Amendment: Plan Map.**

- (1) A minor plan amendment proposing a change to the Comprehensive Plan Map designation shall be processed pursuant to quasi-judicial notice and procedures and may be requested at any time by a property owner(s), a person(s) purchasing property under contract, or a person(s) who has the written consent of the property owner. A minor Plan Map amendment may also be initiated by the City Council or the Planning Commission where:
- (a) The land use on the subject property has changed substantially since the adoption of the Plan Map designation, and is inconsistent with the current Plan Map designation;
  - (b) The subject property has passed from public ownership and use to private ownership and use, or the reverse; or
  - (c) The current Plan Map designation on the subject property is inconsistent with the surrounding properties, based on earlier Plan map changes, and development of the subject property under the implementing zone of the Plan Map designation would have substantial adverse effects on the surrounding properties; and
  - (d) The proposed designation is supportive of and implements goals and policies of the Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (2) Approval of a minor Plan Map amendment shall be based on demonstration that all of the following criteria are satisfied:
- (a) The property is better suited for uses proposed than for the uses for which the property is currently designated by the Plan;
  - (b) A need exists for the proposed Plan Map designation that is not already met by existing Plan Map designations in the general area; and
  - (c) The proposed designation is consistent with relevant goals and policies of the Hillsboro Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

**HILLSBORO COMPREHENSIVE PLAN**  
Ordinance No. 2793-4-77

SECTION 29. HILLSBORO AMBERGLEN  
COMMUNITY PLAN

- (3) Notice of any public hearing on such a minor plan amendment to the Comprehensive Plan Map shall be by two (2) publications in a newspaper of general circulation in the City not less than 5 days nor more than 20 days prior to the date of the hearing and by mailing written notice not less than 20 days prior to the date of the hearing to owners of property within the area enclosed by lines parallel to and 500 feet from the exterior boundaries of the property involved using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. In addition, the written notice shall be mailed to the community or neighborhood association and the Citizen Participation Organization within which the property is located and to State, county and city agencies or individuals who request such notice. The contents of the written notice shall comply with the applicable State statutory requirements. The failure of a person to receive the notice specified in this section shall not invalidate any proceedings in connection with the proposed minor revision.
- (4) A complete application and supporting information addressing the specific criteria for Plan Map amendments shall be filed with the City Planning Department. In order to defray the costs of processing, the application shall be accompanied by a fee as established by the City Council under Subsection (3) of this section. A complete application must include documentation of a neighborhood meeting in compliance with Subsection (4) of this Section. (Amended by Ord. No. 4132/3-93; 5312/10-03, Ord. No. 5597/1-06, and Ord. No. 5777/8-07)
- (5) For the purpose of establishing or revising the fee cited in subsection (2) above, the City Council shall hold a public hearing. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site. (Added by Ord. No. 5597/1-06.)
- (6) Prior to submittal of an application for a Minor Plan Map Amendment, the applicant shall hold a neighborhood meeting at a location in the closest practicable proximity to the subject site. The meeting shall be held on a weekday evening or weekends at any reasonable time. Mailed notice of the meeting shall be provided by the applicant to the surrounding neighborhood, at the same notification radius required by the City for the minor Comprehensive Plan Map amendment. The applicant shall also

post notice of the neighborhood meeting on the site at least seven days before the meeting.

At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

The neighborhood meeting notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees shall be included with the development application upon submittal.

Compliance with the provisions of this section is a jurisdictional requirement of the Hillsboro Comprehensive Plan. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted, such applications shall not be accepted by the City. (Added by Ord. No. 5777/8-07)

(Renumbered by Ord. No. 5938/5-10.)

**(C) Minor Plan Amendment - General Procedures.**

- (1) A public hearing shall be held by the Planning Commission on any minor plan amendment.
- (2) Recess of hearing. The Planning Commission may recess a hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.
- (3) After hearing the proposed minor plan amendment, the Planning Commission shall deny or forward a recommendation of approval or approval with modifications to the City Council.

**HILLSBORO COMPREHENSIVE PLAN**  
Ordinance No. 2793-4-77

SECTION 29. HILLSBORO AMBERGLEN  
COMMUNITY PLAN

- (4) Any party to a proceeding on a minor plan amendment may appeal the recommendation on the amendment of the Planning Commission to the City Council by filing such an appeal with the City Recorder within fifteen (15) days of the mailing date of the Planning Commission's Notice of Decision on the amendment.
- (5) The City Council may hold a hearing on the proposed minor plan amendment. The Council shall hold a hearing on any appeal of a Planning Commission decision on a minor plan amendment. If a public hearing is held, notice for such a hearing shall comply with the applicable notice requirements relating to minor amendments to the Plan text or to the Plan Map as set forth above. After consideration of a proposal or an appeal, the City Council may adopt or deny the minor plan amendment or uphold, reject or modify the recommendation of the Planning Commission.
- (6) The applicant shall be notified in writing of the City Council decision.
- (7) The Planning Department shall keep copies of the adopted minor plan amendment on file at City Hall and the City Library for inspection by the public and shall notify citizens and government agencies who have requested notice that copies of the adopted amendments are available for inspection.
- (8) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed minor plan amendments.

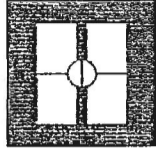
**(V) Community Plans, Public Facility Plans and Functional Plans.**

A Community Plan, a Public Facility Plan or a Functional Plan may be initiated by the City Council or Planning Commission at any time in response to community need. Community Plans shall be adopted by the City Council as major plan amendments to the City's Comprehensive Plan Text or Land Use Map as applicable.

Adoption of Public Facility Plans shall comply with applicable State statutes and regulations relating to portions of public facility plans required to be included in the Comprehensive Plan. Those portions of public facility plans required to be included in the Comprehensive Plan shall be adopted by ordinance as major plan amendments to the Comprehensive Plan Text or Map, as applicable. A Functional Plan shall be adopted by City Council Resolution.

- (VI) The Planning Department shall keep copies of the Comprehensive Plan, the City Community Development Code, adopted Community Plans and Functional Plans on file at City Hall and at all branches of the City Library for inspection by the public. The Planning Department shall notify citizens and government agencies that copies of such adopted plans are available for public review and distribution. The Planning Department shall notify citizens and government agencies that copies of the adopted plan are available for review.
- (VII) **Continual review process.** During the 4-10 years period between scheduled major reviews of the Comprehensive Plan pursuant to ORS 197.628 Periodic Review requirements, the City Planning Commission, with the assistance of the Planning Department, shall continually review the Comprehensive Plan and may initiate major or minor revisions of the Plan in order to address Citywide or community needs. As part of this responsibility, the Planning Commission shall schedule and conduct a Public plan Review Process once every two (2) years according to a schedule determined by the Planning Commission to consider such requests for Plan revisions from any property owner, City agency, government agency, or business or community organization.
- (VIII) **Communication.** As part of its responsibility to ~~conduct-oversee~~ the City's Citizen Involvement ~~Program~~programs, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. ~~The Committee~~CIAC will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements.
- (IX) **Feedback mechanism.** Comments and recommendations resulting from the public involvement programs established for major and minor revisions of the Comprehensive Plan and Community Plans and Functional Plans will be collected and summarized by staff. Copies of the summarized comments will be made available for public review at the City Planning Department. The Planning Commission recommendations and City Council decisions on major and minor revisions to the Plan, Community Plans, and Functional Plans and the rationale relied upon by policymakers to reach such recommendation and decisions will be made available to the public in the form of a written record.
- (X) **Financial support.** The City Council will guarantee to the best of its financial ability that the CIAC has the financial support necessary for ~~a-successful~~ citizen involvement programs.

- (XI) **Selection process.** It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission/~~and CIAC~~ positions. Volunteers will be solicited through the use of articles in the local newspaper and City newsletter, personal contact with citizens who have demonstrated interest in the past, and contacts with local citizen groups and service organizations. Each citizen applying for a position on the Commission/~~or CIAC~~ will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council.
- (XII) ~~Ongoing citizen participation program.~~ By December 31, 1997, the CIAC shall prepare and recommend for City Council approval a plan for an ongoing City citizen participation program. In preparing the plan, the CIAC shall, at a minimum, study and consider the Tigard, Beaverton, Portland, Forest Grove and Washington County models of citizen participation. The plan shall be consistent with the provisions of this ordinance and shall identify the methods and procedures by which interested citizens, businesses, and civic and community organizations may comment on planning and land use proposals and actions in the City. In preparing the plan, the CIAC shall solicit input from the citizens of Hillsboro through at least three (3) community wide workshops, public forums and/or community open houses.

**MEMORANDUM**

June 16, 2011

TO: Planning Commission

FROM: Doug Miller, Urban Planner II

RE: Planning Commission as Citizen Involvement Advisory Committee (CIAC)

**BACKGROUND**

The Comprehensive Plan defines the Citizen Involvement Advisory Committee as follows:

‘The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council.’

In January 2010, a resolution was adopted by City Council naming the Planning Commission as the interim CIAC for planning matters. That action arose from a need to reconcile the Comprehensive Plan with the updated Municipal Code. Discussions have continued regarding the most effective composition of the CIAC. A proposal was made that the Planning Commission serve as CIAC because the Commission frequently hears public testimony and therefore has a broad understanding of the community’s concerns. Commissioners generally felt the role of CIAC would be appropriate for them provided sufficient opportunity be given to interested citizens to participate in the creation of public outreach programs. Additional background material on this topic is provided for you in the attachments.

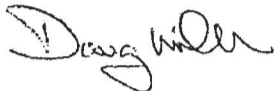
**RECOMMENDATION**

Staff proposes a two step resolution to the existing interim CIAC makeup by: 1) Appointing the Planning Commission as permanent CIAC; and 2) forming Public Process Advisory Committee (PPAC), a citizen group, to serve in an ongoing advisory role. The PPAC group would consist of up to nine members, with one representative from each of the three council wards, two at-large members, two current or former members of City advisory boards, one Vision Implementation Committee liaison, and one Planning Commission liaison. This would provide broad geographic and issue-based representation and would be consistent with Statewide Planning Goal 1, *Citizen Involvement* and the *Hillsboro Municipal Code Section 2.40.020 E*, “The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities...” It would also help implement *Strategy 1.2* of the *Hillsboro 2020 Vision and Action Plan, Promote Participation in Local Decisions*.

**NEXT STEPS**

The proposal would require initiation of a minor plan amendment to the text of the Comprehensive Plan. A copy of the proposed changes and an internal analysis of the Comprehensive Plan's compliance with Goal 1 are attached for your review.

Respectfully submitted,



Doug Miller  
Urban Planner II  
City of Hillsboro Planning Department

- Attachments:
- A. Resolution No. 2307 appointing the PC as interim CIAC
  - B. Hillsboro Municipal Code Section 2.40.020 E
  - C. Hillsboro 2020 Vision and Action Plan's Strategy 1. Action 1.1
  - D. Role of the proposed Public Process Advisory Committee (PPAC)
  - E. Proposed changes to the Hillsboro Comprehensive Plan Section 1. text

**RESOLUTION NO. 2307**

**HCP 6-09: CITIZEN INVOLVEMENT ADVISORY COMMITTEE**

A RESOLUTION APPOINTING THE PLANNING COMMISSION TO SERVE AS THE INTERIM CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC).

WHEREAS, Hillsboro Comprehensive Plan Section 1. Planning and Citizen Involvement describes the roles, responsibilities and composition of the CIAC; and

WHEREAS, the current CIAC framework has been in place since 1995; and

WHEREAS, it has been challenging to find a sufficient number of citizens to participate in the CIAC and the body is currently inactive; and

WHEREAS, in 2008 the Hillsboro Municipal Code was amended to designate the Planning Commission as the CIAC; and

WHEREAS, a need exists to reconcile these two provisions; and

WHEREAS, the Planning Commission has begun discussion to update/revise the language of the Comprehensive Plan and will continue this discussion in 2010;

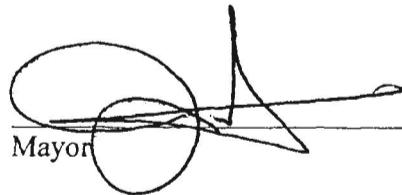
NOW, THEREFORE, THE CITY OF HILLSBORO RESOLVES AS FOLLOWS:

Section 1. The Planning Commission shall serve as the interim Citizen Involvement Advisory Committee until a final resolution regarding the composition of the CIAC is made.

Section 2. The Planning Commission is directed to prepare a Comprehensive Plan text amendment that will resolve the inconsistency between the Comprehensive Plan and the Municipal Code.

Section 3. This resolution is effective immediately upon adoption.

Approved and adopted by the Hillsboro City Council at a regular meeting held on the 19<sup>th</sup> day of January 2010.

  
\_\_\_\_\_  
Mayor

ATTEST: Della Werner  
City Recorder

**Hillsboro Municipal Code**

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[CHAPTER 2 ADMINISTRATION](#)  
[Subchapter 2.40 PLANNING COMMISSION](#)

**2.40.020 Purpose**

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A. The PC has the powers and duties assigned to it by code, ordinance, resolution and state law. The PC conducts public hearings, advises the council on land use issues and priorities, and makes quasi-judicial land use decisions and legislative recommendations to the council in accordance with this code.

B. The PC will make recommendations to the council on proposed comprehensive plans, zoning ordinances, and subdivision ordinance amendments to implement Metro's functional plans, the Regional Framework Plan and city-initiated land use related growth management proposals.

C. The PC will make recommendations to the council on incorporating actions and principles of the Hillsboro 2020 Vision Action Plan. This includes review and comments on implementing measures related to land use, promoting public participation in the implementation of the plan and recommending revisions to the plan.

D. The PC will make recommendations to the council on implementation and the periodic update of the Hillsboro Comprehensive Plan and zoning and subdivision ordinances, including findings, procedures, policies and standards.

E. The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities in the areas of land use, prioritization, decision making, and plan amendments, and finally make recommendations to the council on these proposals.



# VISION FOCUS AREA: STRENGTHENING AND SUSTAINING COMMUNITY

STRATEGY 1: Develop a citizen involvement plan to promote early, frequent and regular participation in local decisions and actions.					Priority/Timeline			
1.1	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20	
Citizen Involvement Advisory Committee	Use the Citizen Involvement Advisory Committee (CIAC) to advise and assist in the development of a citizen involvement process that facilitates public involvement related to land use issues consistent with Section 1, Planning and Citizen Involvement, of the Hillsboro Comprehensive Plan.	City of Hillsboro	Hillsboro Chamber of Commerce; churches; youth organizations; Hispanic and other minority community organizations; Hillsboro School District; Tualatin Valley Television; other community groups and agencies involved in the Hillsboro 2020 visioning process	<input checked="" type="checkbox"/> Ongoing	➡	➡	➡	
1.2	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20	
Promote Participation in Local Decisions	Develop dialogue between the City of Hillsboro, citizens, businesses, and organizations to keep all parties informed, to promote regular participation in local decisions and actions and to encourage volunteerism.	City of Hillsboro	Hillsboro Chamber of Commerce; Hispanic and other minority organizations; Washington County Vision Action Network (VAN); schools; Port of Portland; Oregon Department of Transportation (ODOT)		<input checked="" type="checkbox"/> Ongoing	➡	➡	
1.3	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20	
Building Community	Facilitate opportunities to build community at the neighborhood level and improve dialogue around localized issues.	City of Hillsboro	Heart of Hillsboro; Hillsboro Downtown Business Association (HDBA); community-based non-profit organizations		<input checked="" type="checkbox"/> Ongoing	➡	➡	
1.4	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20	
City-Neighborhood Communications	Facilitate direct communication with neighborhoods and districts on critical issues through HOAs and multi-family housing contacts.	City of Hillsboro	Community Volunteers, Homeowner Associations, Neighborhood Watch Program, LOAC, Bienestar				<input type="checkbox"/> Ongoing	
STRATEGY 2: Make online technology accessible and affordable to all residents in the community.					Priority/Timeline			
2.1	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20	
Online Technology Access	Increase access to online resources and web-based services for all Hillsboro residents.	One Economy	Hillsboro Chamber of Commerce	<input checked="" type="checkbox"/> Ongoing	➡	➡	➡	
2.2	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20	
Access to the Web	Promote, encourage and continue development of online access to City of Hillsboro and other local government resources.	City of Hillsboro	Washington County; Hillsboro School District; Service clubs; businesses		<input checked="" type="checkbox"/> Ongoing	➡	➡	
2.3	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20	
Public Online Centers and Computer Systems	(A) Create online centers in public places, throughout the community. (B) Maintain and update.	City of Hillsboro	(A) Hillsboro Chamber of Commerce; service and other organizations; high-tech and other major employers; telecommunications companies; AARP; OSU Extension Service; Centro Cultural; Washington County; Hillsboro School District. (B) Hillsboro School District; Community Action Organization; Centro Cultural; Washington County; 4-H Tech Wizards; Pacific University Masters in Education Department	<input checked="" type="checkbox"/> Ongoing	➡	➡	➡	

## Public Process Advisory Committee (PPAC)

### Role of the proposed PPAC

The PPAC is a standing body of citizens whose purpose is to provide broad geographic and issue-based representation for the Hillsboro planning area with the goal of assisting the Planning Commission in its capacity as the Citizen Involvement Advisory Committee (CIAC). The tasks of the PPAC include:

- Assisting the CIAC in developing public involvement good practices, standard procedures, plan templates, questionnaires and checklists.
- Assisting the CIAC in identifying stakeholder groups potentially impacted by proposed major planning initiatives.
- Assisting the CIAC in developing effective and efficient public outreach strategies that will inform the public and provide them opportunity to participate throughout the planning process.
- Assisting the CIAC to ensure culturally appropriate public involvement strategies and techniques are used.
- Assisting the CIAC in reviewing ongoing and completed public involvement plans to determine their effectiveness and to document lessons learned.
- Assisting the CIAC in developing citizen education and training program regarding land use planning issues.

**DRAFT**

Exhibit Ament E.

**Hillsboro Comprehensive Plan  
ORDINANCE NO. 2793-4-77**

AN ORDINANCE ADOPTING A FRAMEWORK COMPREHENSIVE PLAN FOR THE CITY OF HILLSBORO AND RESCINDING RESOLUTION NO. 704-1-72.

The City of Hillsboro does ordain as follows:

**Section 1. Planning and Citizen Involvement.**

(Amended by Ord. No. 44917.)

**(I) Goals.**

With the advice and assistance of the Citizen Involvement Advisory Committee:

- (A) Design, ~~adopt,~~ and implement a ~~planning and citizen involvement process~~ programs which facilitates public involvement in major Comprehensive Plan and implementing land use ordinance revisions and assures that such actions are based on factual and complete available information. At a minimum, such public involvement programs will provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.
- (B) Inform the citizens of the Hillsboro planning area of the opportunity to participate in all phases of planning through ~~the~~ citizen involvement programs.
- (C) Encourage and actively solicit citizen participation through ~~a~~ diverse and wide-ranging communication programs.
- (D) Develop, through education, a citizenry capable of effective participation in the planning process.
- ~~(E) Establish a City Citizen Involvement Program to be conducted by the CIAC that provides individual public involvement programs for plan revisions and major plan amendments to the Comprehensive Plan that are consistent with State Planning Goal 1 and the financial resources of the City. At a minimum, such a public involvement program will provide for adequate notice on citizen involvement activities; advanced~~

information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.

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(II) **Definitions.**

(A) **Citizen Involvement Advisory Committee (CIAC).**

~~The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council. The Council may appoint representatives of business located within any planning subarea to the CIAC should it determine that existing circumstances within the subarea require such business representation on the Committee. The Planning Commission will serve as the Citizen Involvement Advisory Committee fulfilling the duties described in Goal 1 for a committee for citizen involvement. The CIAC will consider the advice of the Public Process Advisory Committee (PPAC) regarding citizen involvement outreach strategies for proposed plan revisions or major amendments.~~

(B) **Community Plan.**

A "community plan" means any plan, planning document or coordinated set of planning policies which establishes coordinated policies and development guidelines for the development of land uses and development activities within a specific area of the City. A community plan is more detailed than the Comprehensive Plan and has Comprehensive Plan status and function relative to the specific geographic area to which it applies. It may contain a map, policy statements and recommendation relating to development densities, public facility and utility improvements and the arrangement of land uses to guide future land use decisions and implementing measures for its geographic area. A community plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(C) **Public Facility Plans.**

A City public facility plan may include a City plan for water systems, sewer systems, streets and roadways, public airports, public transit and

Exhibit A.

public transportation, and other City public facility or utilities systems. It may contain maps, policies and recommendations relating to public facilities. City public facility plans coordinate programs, policies, jurisdictional responsibilities, project timing or financing for public facilities or services or for topic areas required by a statewide planning goal to be addressed in the Comprehensive Plan.

City public facility plans for water, sewer, storm drainage or transportation facilities including streets, roadways, public transit and public transportation may contain rough cost estimates for public projects needed to serve the land uses contemplated in the Comprehensive Plan. Except for project timing and financing provisions, a City public facility plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(D) **Functional Plans.**

City functional plans further refine and implement Comprehensive Plan policies and recommendations regarding specific topic areas of interest or concern to the City. Such topic area include but are not limited to parks and recreation, housing, open spaces, natural resources development and conservation, historic resources, culture and the arts, economic development, environmental quality and other topic area or elements addressed in the Comprehensive Plan. City functional plans are prepared from time to time in response to community need and are intended to guide the development and implementation of related functional programs or activities conducted by City agencies.

(E) **Planning Subareas- Public Process Advisory Committee**

The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee regarding citizen involvement outreach strategies for proposed plan revisions or major amendments. Membership of the PPAC shall be comprised of up to nine members including:

- i. A Planning Commission Liason
- ii. A Vision Implementation Committee Liason
- iii. Current and/or former members of City advisory boards
- iv. At-large members from three Council wards (one-each)

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v. At-large members selected from open nomination process

~~The eight City Planning Subareas referred to in this Section shall be those areas shown on the map attached hereto as Figure 1.1 and shall be identified generally as follows:~~

- Connell/Garibaldi/Dennis Area
- Glencoe/Jackson School/Sunrise Area
- Downtown/Jackson Bottom/Eastwood/Henry Area
- Minter Bridge/River Road/Rood Bridge Area
- Brogden/Cedar/Bentley Area
- Airport/Orengo/West Union Area
- Reedville/Witch Hazel Area
- Tanasbourne/OGI/Primate Center Area

~~The number and location of Planning Subareas may be amended from time to time as the need arises by agreement of the CIAC, Planning Commission and City Council.~~

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(F) **Plan Revision.**

As used in this Section, "plan revision" means: a revision(s) to the entire Comprehensive Plan text or map initiated by the City Council; 1) under a Periodic Review Program pursuant to ORS 197.628 conducted every 4 to 10 years; 2) to implement an adopted Regional Framework Plan or Metro Functional Plan; or 3) as part of a comprehensive evaluation of the Comprehensive Plan. All Plan revisions shall be processed in accordance with the procedures specified in Part (III) of this Section.

(G) **Major Plan Amendment.**

"Major Plan Amendment" includes any significant change to the Comprehensive Plan text or map initiated by the City Council or Planning Commission. A "significant change" is one that amends or refines both the Plan text and map, has operative effect over a large geographic area and is likely to have significant environmental, energy, economic and social consequences. Major plan amendments include but are not limited to Plan amendments that incorporate community plans as part of the Comprehensive Plan or incorporate portions of public facility plans as part of the Comprehensive Plan in accordance with State statute and

regulations implementing Statewide Planning Goal 11. All major plan amendments shall be processed in accordance with the provisions specified in Part (III) of this Section.

(H) **Minor Plan Amendment**

As used in this Section, "minor amendment" means any change to the Comprehensive Plan which is not a major plan amendment. Minor Plan amendments include all quasi-judicial, site-specific amendments to the Comprehensive Plan Map. All minor plan amendments shall be processed in accordance with the procedures specified in Part (IV) of this Section.

(III) **Plan Revision and Major Plan Amendments.**

Plan revisions and major plan amendments shall be processed as legislative procedures. The following process shall be used when conducting any plan revision or major plan amendment of the Comprehensive Plan:

~~The following process will be utilized in the review and revision of the Hillsboro Comprehensive Plan.~~

(A) For each proposed plan revision or major plan amendment to the Comprehensive Plan, the City Planning Department will:

- (1) With the advice and assistance of the CIAC, establish and conduct a citizen involvement program which provides for public involvement and input into the proposed revision or amendment which complies with Statewide Planning Goal 1 requirements. At a minimum, such a public involvement program shall provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for public involvement in all phases of the planning process applicable to the proposed plan revision or major plan amendment as determined by the CIAC.
- (2) Identify issues to be addressed and related information and data to be collected, reviewed and made available for public review. Inform citizens of these issues; and provide opportunity for citizen access to the related information and data; and for citizen input on these issues.
- (3) Notify affected government agencies of planning activities; invite review and comment.

Exhibit A.

- (4) Collect relevant information and data.
- (5) Analyze each issue and identify proposed actions which address the issue sufficiently. As part of the public involvement program for the plan revision or major plan amendment:
  - (a) Compile and combine the issue, relevant data and information and actions into text format and make copies of such text available for review and comments by citizens and affected government agencies.
  - (b) Compile comments received from citizens and affected government agencies for consideration by the Planning Commission. The Planning Department shall prepare written responses to comments and make the responses available for public review and to the Planning Commission during its consideration of the proposed plan revision or major plan amendment.
- (6) A Planning Commission public hearing on a plan revision or major plan amendment shall be conducted after completion of the tasks set forth in Section (III)(A)(1 through 5) above and the citizen involvement program for the plan revision or major plan amendment established by the CIAC. Notice of any public hearing by the Planning Commission or City Council on a plan revision or major plan amendment to the Comprehensive Plan shall be published in a newspaper of general circulation in the City a minimum of 20 days prior to the date of the initial public hearing. Any such notice shall contain:
  - (a) A summary of the plan revision or major plan amendment.
  - (b) The time, date and place of the hearing.
  - (c) The location(s) at which copies of the plan revision or major plan amendment summary may be obtained.
  - (d) A statement that all interested persons may appear and provide testimony and that only those persons making an appearance of record may appeal the determination of the Planning Commission or City Council.
  - (e) A general explanation of the requirements for submission of testimony and the procedure for conduct of the hearing.
- (7) The Planning Commission may recess the hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

Exhibit A.

- (8) After hearing the plan revision or major plan amendment, the Planning Commission shall forward a recommendation of denial, approval, or approval with modifications of the plan revision or major plan amendment to the City Council.
- (9) The City Council shall hold a hearing during its consideration of a plan revision and may hold a public hearing on any major plan amendment. Notice of the hearing shall be provided in the manner prescribed in subsection (III)(A)(6). After consideration of the plan revision or major plan amendment, the City Council may adopt or deny the plan revision or major plan amendment.
- (10) The Planning Department shall keep copies of adopted text of the plan revision or major plan amendment on file at the City Hall and City Library for inspection by the public and shall notify citizens and government agencies that copies of the adopted text are available for inspection.
- (11) The final City Council decision on a plan revision or major plan amendment may be appealed in accordance with applicable State statutory provisions, relating to appeals of decisions amending an acknowledged comprehensive plan.
- (12) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed plan revisions or major plan amendments.

**(IV) Minor Plan Amendments.**

**(A) Minor Plan Amendment: Plan Text.**

- (1) On its own volition, the City Council or Planning Commission may initiate a minor plan amendment to the text of the Comprehensive Plan by order whenever a need for such a revision is documented. A minor plan amendment, proposing a change to the text of the Comprehensive Plan, shall be processed pursuant to legislative notice and procedures. (Amended by Ord. No. 5891/12-08.)
- (2) Notice of any public hearing on a minor plan amendment to the Comprehensive Plan text shall be by two (2) publications in a newspaper of general circulation in the City of Hillsboro not less

than five (5) days, nor more than twenty (20) days prior to the date of the hearing.

(B) **Minor Plan Amendment: Plan Map.**

- (1) A minor plan amendment proposing a change to the Comprehensive Plan Map designation shall be processed pursuant to quasi-judicial notice and procedures and may be requested at any time by a property owner(s), a person(s) purchasing property under contract, or a person(s) who has the written consent of the property owner. A minor Plan Map amendment may also be initiated by the City Council or the Planning Commission where:
  - (a) The land use on the subject property has changed substantially since the adoption of the Plan Map designation, and is inconsistent with the current Plan Map designation;
  - (b) The subject property has passed from public ownership and use to private ownership and use, or the reverse; or
  - (c) The current Plan Map designation on the subject property is inconsistent with the surrounding properties, based on earlier Plan map changes, and development of the subject property under the implementing zone of the Plan Map designation would have substantial adverse effects on the surrounding properties; and
  - (d) The proposed designation is supportive of and implements goals and policies of the Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (2) Approval of a minor Plan Map amendment shall be based on demonstration that all of the following criteria are satisfied:
  - (a) The property is better suited for uses proposed than for the uses for which the property is currently designated by the Plan;
  - (b) A need exists for the proposed Plan Map designation that is not already met by existing Plan Map designations in the general area; and

Exhibit A.

(c) The proposed designation is consistent with relevant goals and policies of the Hillsboro Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (3) Notice of any public hearing on such a minor plan amendment to the Comprehensive Plan Map shall be by two (2) publications in a newspaper of general circulation in the City not less than 5 days nor more than 20 days prior to the date of the hearing and by mailing written notice not less than 20 days prior to the date of the hearing to owners of property within the area enclosed by lines parallel to and 500 feet from the exterior boundaries of the property involved using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. In addition, the written notice shall be mailed to the community or neighborhood association and the Citizen Participation Organization within which the property is located and to State, county and city agencies or individuals who request such notice. The contents of the written notice shall comply with the applicable State statutory requirements. The failure of a person to receive the notice specified in this section shall not invalidate any proceedings in connection with the proposed minor revision.
- (4) A complete application and supporting information addressing the specific criteria for Plan Map amendments shall be filed with the City Planning Department. In order to defray the costs of processing, the application shall be accompanied by a fee as established by the City Council under Subsection (3) of this section. A complete application must include documentation of a neighborhood meeting in compliance with Subsection (4) of this Section. (Amended by Ord. No. 4132/3-93; 5312/10-03, Ord. No. 5597/1-06, and Ord. No. 5777/8-07)
- (5) For the purpose of establishing or revising the fee cited in subsection (2) above, the City Council shall hold a public hearing. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site. (Added by Ord. No. 5597/1-06.)
- (6) Prior to submittal of an application for a Minor Plan Map Amendment, the applicant shall hold a neighborhood meeting at a location in the closest practicable proximity to the subject site. The meeting shall be held on a weekday evening or weekends at any reasonable time. Mailed notice of the meeting shall be

Exhibit A.

provided by the applicant to the surrounding neighborhood, at the same notification radius required by the City for the minor Comprehensive Plan Map amendment. The applicant shall also post notice of the neighborhood meeting on the site at least seven days before the meeting.

At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

The neighborhood meeting notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees shall be included with the development application upon submittal.

Compliance with the provisions of this section is a jurisdictional requirement of the Hillsboro Comprehensive Plan. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted, such applications shall not be accepted by the City. (Added by Ord. No. 5777/8-07)

(Renumbered by Ord. No. 5938/5-10.)

**(C) Minor Plan Amendment - General Procedures.**

- (1) A public hearing shall be held by the Planning Commission on any minor plan amendment.
- (2) Recess of hearing. The Planning Commission may recess a hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

Exhibit A.

- (3) After hearing the proposed minor plan amendment, the Planning Commission shall deny or forward a recommendation of approval or approval with modifications to the City Council.
- (4) Any party to a proceeding on a minor plan amendment may appeal the recommendation on the amendment of the Planning Commission to the City Council by filing such an appeal with the City Recorder within fifteen (15) days of the mailing date of the Planning Commission's Notice of Decision on the amendment.
- (5) The City Council may hold a hearing on the proposed minor plan amendment. The Council shall hold a hearing on any appeal of a Planning Commission decision on a minor plan amendment. If a public hearing is held, notice for such a hearing shall comply with the applicable notice requirements relating to minor amendments to the Plan text or to the Plan Map as set forth above. After consideration of a proposal or an appeal, the City Council may adopt or deny the minor plan amendment or uphold, reject or modify the recommendation of the Planning Commission.
- (6) The applicant shall be notified in writing of the City Council decision.
- (7) The Planning Department shall keep copies of the adopted minor plan amendment on file at City Hall and the City Library for inspection by the public and shall notify citizens and government agencies who have requested notice that copies of the adopted amendments are available for inspection.
- (8) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed minor plan amendments.

**(V) Community Plans, Public Facility Plans and Functional Plans.**

A Community Plan, a Public Facility Plan or a Functional Plan may be initiated by the City Council or Planning Commission at any time in response to community need. Community Plans shall be adopted by the City Council as major plan amendments to the City's Comprehensive Plan Text or Land Use Map as applicable.

Adoption of Public Facility Plans shall comply with applicable State statutes and regulations relating to portions of public facility plans required to be included in

Exhibit A.

the Comprehensive Plan. Those portions of public facility plans required to be included in the Comprehensive Plan shall be adopted by ordinance as major plan amendments to the Comprehensive Plan Text or Map, as applicable. A Functional Plan shall be adopted by City Council Resolution.

- (VI) The Planning Department shall keep copies of the Comprehensive Plan, the City Community Development Code, adopted Community Plans and Functional Plans on file at City Hall and at all branches of the City Library for inspection by the public. The Planning Department shall notify citizens and government agencies that copies of such adopted plans are available for public review and distribution. The Planning Department shall notify citizens and government agencies that copies of the adopted plan are available for review.
- (VII) **Continual review process.** During the 4-10 years period between scheduled major reviews of the Comprehensive Plan pursuant to ORS 197.628 Periodic Review requirements, the City Planning Commission, with the assistance of the Planning Department, shall continually review the Comprehensive Plan and may initiate major or minor revisions of the Plan in order to address Citywide or community needs. As part of this responsibility, the Planning Commission shall schedule and conduct a Public plan Review Process once every two (2) years according to a schedule determined by the Planning Commission to consider such requests for Plan revisions from any property owner, City agency, government agency, or business or community organization.
- (VIII) **Communication.** As part of its responsibility to ~~conduct~~oversee the City's Citizen Involvement ~~Program~~programs, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. The ~~Committee~~CIAC will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements.
- (IX) **Feedback mechanism.** Comments and recommendations resulting from the public involvement programs established for major and minor revisions of the Comprehensive Plan and Community Plans and Functional Plans will be collected and summarized by staff. Copies of the summarized comments will be made available for public review at the City Planning Department. The Planning Commission recommendations and City Council decisions on major and minor revisions to the Plan, Community Plans, and Functional Plans and the rationale relied upon by policymakers to reach such recommendation and decisions will be made available to the public in the form of a written record.

Exhibit A.

- (X) **Financial support.** The City Council will guarantee to the best of its financial ability that the CIAC has the financial support necessary for a successful citizen involvement programs.
- (XI) **Selection process.** It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission/~~and~~ CIAC positions. Volunteers will be solicited through the use of articles in the local newspaper and City newsletter, personal contact with citizens who have demonstrated interest in the past, and contacts with local citizen groups and service organizations. Each citizen applying for a position on the Commission/~~or~~ CIAC will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council.
- (XII) **Ongoing citizen participation program.** ~~By December 31, 1997, the CIAC shall prepare and recommend for City Council approval a plan for an ongoing City citizen participation program. In preparing the plan, the CIAC shall, at a minimum, study and consider the Tigard, Beaverton, Portland, Forest Grove and Washington County models of citizen participation. The plan shall be consistent with the provisions of this ordinance and shall identify the methods and procedures by which interested citizens, businesses, and civic and community organizations may comment on planning and land use proposals and actions in the City. In preparing the plan, the CIAC shall solicit input from the citizens of Hillsboro through at least three (3) community wide workshops, public forums and/or community open houses.~~

Exhibit B

# **COMPREHENSIVE PLAN**

**ORDINANCE NO. 2793-4-77, as amended**

**Passed by the Council and Approved by the Mayor April 5, 1977**

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**Amended through June 2010**

## HILLSBORO COMPREHENSIVE PLAN

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**HILLSBORO COMPREHENSIVE PLAN**  
Ordinance No. 2793-4-77

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**Hillsboro Comprehensive Plan  
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AN ORDINANCE ADOPTING A FRAMEWORK COMPREHENSIVE PLAN FOR THE CITY OF HILLSBORO AND RESCINDING RESOLUTION NO. 704-1-72.

The City of Hillsboro does ordain as follows:

**Section 1. Planning and Citizen Involvement.**

(Amended by Ord. No. 4491/.)

**(I) Goals.**

With the advice and assistance of the Citizen Involvement Advisory Committee:

- (A) Design, ~~adopt,~~ and implement a ~~planning and citizen involvement process~~ programs which facilitates public involvement in major Comprehensive Plan and implementing land use ordinance revisions and assures that such actions are based on factual and complete available information. At a minimum, such public involvement programs will provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.
- (B) Inform the citizens of the Hillsboro planning area of the opportunity to participate in all phases of planning through ~~the~~ citizen involvement programs.
- (C) Encourage and actively solicit citizen participation through ~~a~~ diverse and wide-ranging communication programs.
- (D) Develop, through education, a citizenry capable of effective participation in the planning process.
- ~~(E) Establish a City Citizen Involvement Program to be conducted by the CIAC that provides individual public involvement programs for plan revisions and major plan amendments to the Comprehensive Plan that are consistent with State Planning Goal 1 and the financial resources of the City. At a minimum, such a public involvement program will provide for adequate notice on citizen involvement activities; advanced~~

~~information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.~~

(II) **Definitions.**

(A) **Citizen Involvement Advisory Committee (CIAC).**

~~The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council. The Council may appoint representatives of business located within any planning subarea to the CIAC should it determine that existing circumstances within the subarea require such business representation on the Committee. The Planning Commission will serve as the Citizen Involvement Advisory Committee fulfilling the duties described in Goal 1 for a committee for citizen involvement. The CIAC will consider the advice of the Public Process Advisory Committee (PPAC) regarding citizen involvement outreach strategies for proposed plan revisions or major amendments.~~

(B) **Community Plan.**

A "community plan" means any plan, planning document or coordinated set of planning policies which establishes coordinated policies and development guidelines for the development of land uses and development activities within a specific area of the City. A community plan is more detailed than the Comprehensive Plan and has Comprehensive Plan status and function relative to the specific geographic area to which it applies. It may contain a map, policy statements and recommendation relating to development densities, public facility and utility improvements and the arrangement of land uses to guide future land use decisions and implementing measures for its geographic area. A community plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(C) **Public Facility Plans.**

A City public facility plan may include a City plan for water systems, sewer systems, streets and roadways, public airports, public transit and public transportation, and other City public facility or utilities systems. It

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may contain maps, policies and recommendations relating to public facilities. City public facility plans coordinate programs, policies, jurisdictional responsibilities, project timing or financing for public facilities or services or for topic areas required by a statewide planning goal to be addressed in the Comprehensive Plan.

City public facility plans for water, sewer, storm drainage or transportation facilities including streets, roadways, public transit and public transportation may contain rough cost estimates for public projects needed to serve the land uses contemplated in the Comprehensive Plan. Except for project timing and financing provisions, a City public facility plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(D) **Functional Plans.**

City functional plans further refine and implement Comprehensive Plan policies and recommendations regarding specific topic areas of interest or concern to the City. Such topic area include but are not limited to parks and recreation, housing, open spaces, natural resources development and conservation, historic resources, culture and the arts, economic development, environmental quality and other topic area or elements addressed in the Comprehensive Plan. City functional plans are prepared from time to time in response to community need and are intended to guide the development and implementation of related functional programs or activities conducted by City agencies.

(E) **Planning Subareas. *Public Process Advisory Committee***

The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee regarding citizen involvement outreach strategies for proposed plan revisions, ~~or~~ major plan amendments, or upon request by the City Council or CIAC, to the City regarding other matters of concern. Membership of the PPAC shall be comprised of up to nine members including:

- i. A Planning Commission Liaison
- ii. A Vision Implementation Committee Liaison
- iii. At-large members from three Council wards (one-each)

iv. At-large members representative of a broad spectrum of the community selected from an open nomination process

~~The eight City Planning Subareas referred to in this Section shall be those areas shown on the map attached hereto as Figure 1-1 and shall be identified generally as follows:~~

- ~~———— Connell/Garibaldi/Dennis Area~~
- ~~———— Glencoe/Jackson School/Sunrise Area~~
- ~~———— Downtown/Jackson Bottom/Eastwood/Henry Area~~
- ~~———— Minter Bridge/River Road/Rood Bridge Area~~
- ~~———— Brogden/Cedar/Bentley Area~~
- ~~———— Airport/Orenco/West Union Area~~
- ~~———— Reedville/Witch Hazel Area~~
- ~~———— Tanasbourne/OGI/Primate Center Area~~

~~The number and location of Planning Subareas may be amended from time to time as the need arises by agreement of the CIAC, Planning Commission and City Council.~~

**(F) Plan Revision.**

As used in this Section, "plan revision" means: a revision(s) to the entire Comprehensive Plan text or map initiated by the City Council; 1) under a Periodic Review Program pursuant to ORS 197.628 conducted every 4 to 10 years; 2) to implement an adopted Regional Framework Plan or Metro Functional Plan; or 3) as part of a comprehensive evaluation of the Comprehensive Plan. All Plan revisions shall be processed in accordance with the procedures specified in Part (III) of this Section.

**(G) Major Plan Amendment.**

"Major Plan Amendment" includes any significant change to the Comprehensive Plan text or map initiated by the City Council or Planning Commission. A "significant change" is one that amends or refines both the Plan text and map, has operative effect over a large geographic area and is likely to have significant environmental, energy, economic and social consequences. Major plan amendments include but are not limited to Plan amendments that incorporate community plans as part of the Comprehensive Plan or incorporate portions of public facility plans as part

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of the Comprehensive Plan in accordance with State statute and regulations implementing Statewide Planning Goal 11. All major plan amendments shall be processed in accordance with the provisions specified in Part (III) of this Section.

**(H) Minor Plan Amendment**

As used in this Section, "minor amendment" means any change to the Comprehensive Plan which is not a major plan amendment. Minor Plan amendments include all quasi-judicial, site-specific amendments to the Comprehensive Plan Map. All minor plan amendments shall be processed in accordance with the procedures specified in Part (IV) of this Section.

**(III) Plan Revision and Major Plan Amendments.**

Plan revisions and major plan amendments shall be processed as legislative procedures. The following process shall be used when conducting any plan revision or major plan amendment of the Comprehensive Plan:

~~The following process will be utilized in the review and revision of the Hillsboro Comprehensive Plan:~~

- (A)** For each proposed plan revision or major plan amendment to the Comprehensive Plan, the City Planning Department will:
- (1)** With the advice and assistance of the CIAC, establish and conduct a citizen involvement program which provides for public involvement and input into the proposed revision or amendment which complies with Statewide Planning Goal 1 requirements. At a minimum, such a public involvement program shall provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for public involvement in all phases of the planning process applicable to the proposed plan revision or major plan amendment as determined by the CIAC.
  - (2)** Identify issues to be addressed and related information and data to be collected, reviewed and made available for public review. Inform citizens of these issues; and provide opportunity for citizen access to the related information and data; and for citizen input on these issues.
  - (3)** Notify affected government agencies of planning activities; invite review and comment.

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- (4) Collect relevant information and data.
- (5) Analyze each issue and identify proposed actions which address the issue sufficiently. As part of the public involvement program for the plan revision or major plan amendment:
  - (a) Compile and combine the issue, relevant data and information and actions into text format and make copies of such text available for review and comments by citizens and affected government agencies.
  - (b) Compile comments received from citizens and affected government agencies for consideration by the Planning Commission. The Planning Department shall prepare written responses to comments and make the responses available for public review and to the Planning Commission during its consideration of the proposed plan revision or major plan amendment.
- (6) A Planning Commission public hearing on a plan revision or major plan amendment shall be conducted after completion of the tasks set forth in Section (III)(A)(1 through 5) above and the citizen involvement program for the plan revision or major plan amendment established by the CIAC. Notice of any public hearing by the Planning Commission or City Council on a plan revision or major plan amendment to the Comprehensive Plan shall be published in a newspaper of general circulation in the City a minimum of 20 days prior to the date of the initial public hearing. Any such notice shall contain:
  - (a) A summary of the plan revision or major plan amendment.
  - (b) The time, date and place of the hearing.
  - (c) The location(s) at which copies of the plan revision or major plan amendment summary may be obtained.
  - (d) A statement that all interested persons may appear and provide testimony and that only those persons making an appearance of record may appeal the determination of the Planning Commission or City Council.
  - (e) A general explanation of the requirements for submission of testimony and the procedure for conduct of the hearing.
- (7) The Planning Commission may recess the hearing in order to obtain further information or provide additional notification. Upon

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recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

- (8) After hearing the plan revision or major plan amendment, the Planning Commission shall forward a recommendation of denial, approval, or approval with modifications of the plan revision or major plan amendment to the City Council.
- (9) The City Council shall hold a hearing during its consideration of a plan revision and may hold a public hearing on any major plan amendment. Notice of the hearing shall be provided in the manner prescribed in subsection (III)(A)(6). After consideration of the plan revision or major plan amendment, the City Council may adopt or deny the plan revision or major plan amendment.
- (10) The Planning Department shall keep copies of adopted text of the plan revision or major plan amendment on file at the City Hall and City Library for inspection by the public and shall notify citizens and government agencies that copies of the adopted text are available for inspection.
- (11) The final City Council decision on a plan revision or major plan amendment may be appealed in accordance with applicable State statutory provisions, relating to appeals of decisions amending an acknowledged comprehensive plan.
- (12) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed plan revisions or major plan amendments.

**(IV) Minor Plan Amendments.**

**(A) Minor Plan Amendment: Plan Text.**

- (1) On its own volition, the City Council or Planning Commission may initiate a minor plan amendment to the text of the Comprehensive Plan by order whenever a need for such a revision is documented. A minor plan amendment, proposing a change to the text of the Comprehensive Plan, shall be processed pursuant to legislative notice and procedures. (Amended by Ord. No. 5891/12-08.)
- (2) Notice of any public hearing on a minor plan amendment to the Comprehensive Plan text shall be by two (2) publications in a

newspaper of general circulation in the City of Hillsboro not less than five (5) days, nor more than twenty (20) days prior to the date of the hearing.

**(B) Minor Plan Amendment: Plan Map.**

- (1) A minor plan amendment proposing a change to the Comprehensive Plan Map designation shall be processed pursuant to quasi-judicial notice and procedures and may be requested at any time by a property owner(s), a person(s) purchasing property under contract, or a person(s) who has the written consent of the property owner. A minor Plan Map amendment may also be initiated by the City Council or the Planning Commission where:
  - (a) The land use on the subject property has changed substantially since the adoption of the Plan Map designation, and is inconsistent with the current Plan Map designation;
  - (b) The subject property has passed from public ownership and use to private ownership and use, or the reverse; or
  - (c) The current Plan Map designation on the subject property is inconsistent with the surrounding properties, based on earlier Plan map changes, and development of the subject property under the implementing zone of the Plan Map designation would have substantial adverse effects on the surrounding properties; and
  - (d) The proposed designation is supportive of and implements goals and policies of the Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (2) Approval of a minor Plan Map amendment shall be based on demonstration that all of the following criteria are satisfied:
  - (a) The property is better suited for uses proposed than for the uses for which the property is currently designated by the Plan;
  - (b) A need exists for the proposed Plan Map designation that is not already met by existing Plan Map designations in the general area; and

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(c) The proposed designation is consistent with relevant goals and policies of the Hillsboro Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (3) Notice of any public hearing on such a minor plan amendment to the Comprehensive Plan Map shall be by two (2) publications in a newspaper of general circulation in the City not less than 5 days nor more than 20 days prior to the date of the hearing and by mailing written notice not less than 20 days prior to the date of the hearing to owners of property within the area enclosed by lines parallel to and 500 feet from the exterior boundaries of the property involved using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. In addition, the written notice shall be mailed to the community or neighborhood association and the Citizen Participation Organization within which the property is located and to State, county and city agencies or individuals who request such notice. The contents of the written notice shall comply with the applicable State statutory requirements. The failure of a person to receive the notice specified in this section shall not invalidate any proceedings in connection with the proposed minor revision.
- (4) A complete application and supporting information addressing the specific criteria for Plan Map amendments shall be filed with the City Planning Department. In order to defray the costs of processing, the application shall be accompanied by a fee as established by the City Council under Subsection (3) of this section. A complete application must include documentation of a neighborhood meeting in compliance with Subsection (4) of this Section. (Amended by Ord. No. 4132/3-93; 5312/10-03, Ord. No. 5597/1-06, and Ord. No. 5777/8-07)
- (5) For the purpose of establishing or revising the fee cited in subsection (2) above, the City Council shall hold a public hearing. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site. (Added by Ord. No. 5597/1-06.)
- (6) Prior to submittal of an application for a Minor Plan Map Amendment, the applicant shall hold a neighborhood meeting at a location in the closest practicable proximity to the subject site. The meeting shall be held on a weekday evening or weekends at any reasonable time. Mailed notice of the meeting shall be provided by the applicant to the surrounding neighborhood, at the

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same notification radius required by the City for the minor Comprehensive Plan Map amendment. The applicant shall also post notice of the neighborhood meeting on the site at least seven days before the meeting.

At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

The neighborhood meeting notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees shall be included with the development application upon submittal.

Compliance with the provisions of this section is a jurisdictional requirement of the Hillsboro Comprehensive Plan. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted, such applications shall not be accepted by the City. (Added by Ord. No. 5777/8-07)

(Renumbered by Ord. No. 5938/5-10.)

**(C) Minor Plan Amendment - General Procedures.**

- (1) A public hearing shall be held by the Planning Commission on any minor plan amendment.
- (2) Recess of hearing. The Planning Commission may recess a hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.
- (3) After hearing the proposed minor plan amendment, the Planning Commission shall deny or forward a recommendation of approval or approval with modifications to the City Council.

- (4) Any party to a proceeding on a minor plan amendment may appeal the recommendation on the amendment of the Planning Commission to the City Council by filing such an appeal with the City Recorder within fifteen (15) days of the mailing date of the Planning Commission's Notice of Decision on the amendment.
- (5) The City Council may hold a hearing on the proposed minor plan amendment. The Council shall hold a hearing on any appeal of a Planning Commission decision on a minor plan amendment. If a public hearing is held, notice for such a hearing shall comply with the applicable notice requirements relating to minor amendments to the Plan text or to the Plan Map as set forth above. After consideration of a proposal or an appeal, the City Council may adopt or deny the minor plan amendment or uphold, reject or modify the recommendation of the Planning Commission.
- (6) The applicant shall be notified in writing of the City Council decision.
- (7) The Planning Department shall keep copies of the adopted minor plan amendment on file at City Hall and the City Library for inspection by the public and shall notify citizens and government agencies who have requested notice that copies of the adopted amendments are available for inspection.
- (8) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed minor plan amendments.

**(V) Community Plans, Public Facility Plans and Functional Plans.**

A Community Plan, a Public Facility Plan or a Functional Plan may be initiated by the City Council or Planning Commission at any time in response to community need. Community Plans shall be adopted by the City Council as major plan amendments to the City's Comprehensive Plan Text or Land Use Map as applicable.

Adoption of Public Facility Plans shall comply with applicable State statutes and regulations relating to portions of public facility plans required to be included in the Comprehensive Plan. Those portions of public facility plans required to be included in the Comprehensive Plan shall be adopted by ordinance as major plan

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amendments to the Comprehensive Plan Text or Map, as applicable. A Functional Plan shall be adopted by City Council Resolution.

- (VI) The Planning Department shall keep copies of the Comprehensive Plan, the City Community Development Code, adopted Community Plans and Functional Plans on file at City Hall and at all branches of the City Library for inspection by the public. The Planning Department shall notify citizens and government agencies that copies of such adopted plans are available for public review and distribution. The Planning Department shall notify citizens and government agencies that copies of the adopted plan are available for review.
- (VII) **Continual review process.** During the 4-10 years period between scheduled major reviews of the Comprehensive Plan pursuant to ORS 197.628 Periodic Review requirements, the City Planning Commission, with the assistance of the Planning Department, shall continually review the Comprehensive Plan and may initiate major or minor revisions of the Plan in order to address Citywide or community needs. As part of this responsibility, the Planning Commission shall schedule and conduct a Public plan Review Process once every two (2) years according to a schedule determined by the Planning Commission to consider such requests for Plan revisions from any property owner, City agency, government agency, or business or community organization.
- (VIII) **Communication.** As part of its responsibility to ~~conduct~~ oversee the City's Citizen Involvement Program ~~programs~~, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. The ~~Committee~~ CIAC will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements.
- (IX) **Feedback mechanism.** Comments and recommendations resulting from the public involvement programs established for major and minor revisions of the Comprehensive Plan and Community Plans and Functional Plans will be collected and summarized by staff. Copies of the summarized comments will be made available for public review at the City Planning Department. The Planning Commission recommendations and City Council decisions on major and minor revisions to the Plan, Community Plans, and Functional Plans and the rationale relied upon by policymakers to reach such recommendation and decisions will be made available to the public in the form of a written record.

HILLSBORO COMPREHENSIVE PLAN  
Ordinance No. 2793-4-77

SECTION 1. PLANNING  
AND CITIZEN INVOLVEMENT

- (X) **Financial support.** The City Council will guarantee to the best of its financial ability that the CIAC has the financial support necessary for a successful citizen involvement programs.
- (XI) **Selection process.** It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission/~~and~~ CIAC positions. Volunteers will be solicited through the use of articles in the local newspaper and City newsletter, personal contact with citizens who have demonstrated interest in the past, and contacts with local citizen groups and service organizations. Each citizen applying for a position on the Commission/~~or~~ CIAC will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. ~~Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council.~~
- (XII) **Ongoing citizen participation program.** ~~By December 31, 1997, the CIAC shall prepare and recommend for City Council approval a plan for an ongoing City citizen participation program. In preparing the plan, the CIAC shall, at a minimum, study and consider the Tigard, Beaverton, Portland, Forest Grove and Washington County models of citizen participation. The plan shall be consistent with the provisions of this ordinance and shall identify the methods and procedures by which interested citizens businesses, and civic and community organizations may comment on planning and land use proposals and actions in the City. In preparing the plan, the CIAC shall solicit input from the citizens of Hillsboro through at least three (3) community wide workshops, public forums and/or community open houses.~~

**ORDINANCE NO. 5987**

HCP 6-09: PLANNING COMMISSION AS CIAC

AN ORDINANCE AMENDING THE HILLSBORO COMPREHENSIVE PLAN, ORDINANCE NO. 2793-4-77 AS AMENDED, SECTION 1. PLANNING AND CITIZEN INVOLVEMENT, APPROVING A MINOR TEXT AMENDMENT TO ESTABLISH THE PLANNING COMMISSION AS THE CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC) AND TO FORM THE PUBLIC PROCESS ADVISORY COMMITTEE (PPAC).

WHEREAS, Comprehensive Plan Section 1 (IV) sets forth the procedures and criteria for minor Comprehensive Plan changes; and

WHEREAS, Comprehensive Plan Section 1 (IV) (A) authorizes the Planning Commission to initiate minor Comprehensive Plan text amendments; and

WHEREAS, Comprehensive Plan Section 1 Planning and Citizen Involvement subsection (IV) (A) sets forth the procedures and criteria for the City to initiate minor Comprehensive Plan text changes; and

WHEREAS, on July 13, 2011 the Planning Commission approved Order No. 8048 initiating this amendment, and

WHEREAS, the City established a Citizen Involvement Advisory Committee (CIAC) by Council Ordinance (Ord. No. 2793), amending the Hillsboro Comprehensive Plan and delegating to the CIAC the responsibility to “conduct the City’s Citizen Involvement Program”; and

WHEREAS, the Hillsboro 2020 Vision and Action Plan calls for the CIAC “to advise and assist in the development of a citizen involvement process that facilitates public involvement related to land use issues consistent with Section 1. Planning and Citizen Involvement of the Hillsboro Comprehensive Plan”; and

WHEREAS, Section 1 Planning and Citizen Involvement of the Hillsboro Comprehensive Plan was amended in 1996 to establish a minimum 18 member CIAC; and

WHEREAS, the minimum 18 member structure has made it difficult to maintain continuity of member involvement in the CIAC’s primary role to assist in the development of citizen involvement processes that facilitate public involvement related to land use issues; and

WHEREAS, the Hillsboro Municipal Code Audit Project of 2009-2010 included Municipal Code language in Section 2.40.020 E stating: “The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities...”; and

WHEREAS, the City’s Planning Commission frequently hears public testimony and therefore has a broad understanding of the community’s concerns regarding land use issues and this understanding would enable them to serve effectively as the permanent CIAC; and

WHEREAS, forming a Public Process Advisory Committee (PPAC), a citizen group of up to nine members, to serve in an ongoing advisory role to the CIAC would provide both broad geographic and issue-based representation related to land use issues that would be consistent with Statewide Planning Goal 1, *Citizen Involvement*; and

WHEREAS, the Oregon state Citizen Involvement Advisory Committee unanimously voted to support the proposed text amendments at their September 7, 2011 meeting; and

WHEREAS, the Planning Commission held a work session on June 8<sup>th</sup> 2011 and a public hearing on September 14, 2011 to discuss the matter; and

WHEREAS, the Planning Commission accepted the findings presented by staff at the public hearing and in staff reports dated June 13, September 7, and September 14, 2011, relying on said findings for its decision; and

WHEREAS, at the conclusion of the public hearing the Planning Commission adopted Order No. 8055 recommending City Council approval of the amendment; and

WHEREAS, the City Council considered the Planning Commission's recommendation at the regular meeting of October 4, 2011; and

NOW, THEREFORE, THE CITY OF HILLSBORO ORDAINS AS FOLLOWS:

Section 1. The City Council adopts the findings in staff reports dated June 13, September 7, and September 14, 2011, attached hereto as Exhibit A in support of their decision.


Section 2. Comprehensive Plan Ordinance No. 2793, Section 1. Planning and Citizen Involvement, is amended to establish the Planning Commission as the Citizen Involvement Advisory Committee and to form the Public Process Advisory Committee. Language text changes are shown in Exhibit B with new language underlined and old language ~~stricken through~~.

Section 3. This ordinance shall be effective from and after 30 days following its passage and approval by the Mayor.

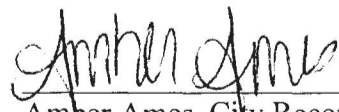
First approval of the Council on this 4<sup>th</sup> day of October 2011.

Second approval and adoption by the Council on this 18<sup>th</sup> day of October 2011.

Approved by the Mayor this 18<sup>th</sup> day of October 2011.

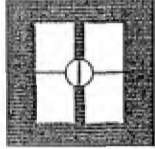
  
\_\_\_\_\_  
Aron Carleson, Council President

ATTEST:

  
\_\_\_\_\_  
Amber Ames, City Recorder

Page 2 of 2

CITY OF HILLSBORO



September 14, 2011

**SUPPLEMENTAL STAFF REPORT**

**TO:** Planning Commission  
**FROM:** Planning Department

**RE:** Proposed minor Comprehensive Plan text amendments appointing the Planning Commission as the Citizen Involvement Advisory Committee and establishing the Public Process Advisory Committee

Upon further review and analysis, staff recommends that the following text changes (highlighted) be incorporated into the proposed HCP 6-09 Comprehensive Plan amendment in order to avoid duplication of function and to better reflect the intent of the relationship between the proposed Public Process Advisory Committee (PPAC) and the Citizen Involvement Advisory Committee (CIAC):

*Section (II) Definitions, (E) Public Process Advisory Committee*

*The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee regarding citizen involvement outreach strategies for proposed plan revisions, ~~or major plan amendments,~~ or upon request by the City Council or CIAC, to the City regarding other matters of concern. Membership of the PPAC shall be comprised of up to nine members including:*

- i. A Planning Commission Liaison*
- ii. A Vision Implementation Committee Liaison*
- iii. ~~Current and/or former members of City advisory boards~~*
- iv. At-large members from three Council wards (one-each)*
- v. At-large members representative of a broad spectrum of the community selected from an open nomination process*

Respectfully submitted,

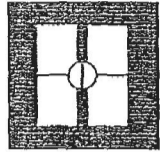
CITY OF HILLSBORO PLANNING DEPARTMENT

A handwritten signature in black ink that reads "Doug Miller".

Doug Miller  
Urban Planner II

CITY OF HILLSBORO

---



September 7, 2011

**STAFF REPORT**

**TO:** Planning Commission  
**FROM:** Planning Department

**RE:** Proposed minor Comprehensive Plan text amendments appointing the Planning Commission as the Citizen Involvement Advisory Committee and establishing the Public Process Advisory Committee

**REQUEST**

Planning staff requests that the Planning Commission recommend City Council approve a minor amendment to the Hillsboro Comprehensive Plan (HCP) making the Planning Commission the Statewide Planning Goal 1 Committee for Citizen Involvement (CCI), also known as the Citizen Involvement Advisory Committee (CIAC), and establish a Public Process Advisory Committee (PPAC) to serve in an ongoing advisory role regarding citizen involvement plans for major planning initiatives.

The Planning Commission approved Order No. 8048 initiating the proposed amendment at their July 13, 2011 meeting.

**BACKGROUND**

HCP Section 1 Planning and Citizen Involvement was added to the Comprehensive Plan in 1996 to streamline, revise and modernize the Plan's Citizen Involvement provisions in compliance with Statewide Planning Goal No. 1 Citizen Involvement and pursuant to the City's Periodic Review Work Program. HCP Section 1 (II) (A) currently defines the Citizen Involvement Advisory Committee as follows:

*"The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council."*

This minimum 18 member structure has proven difficult to maintain. CIAC meetings are scheduled when advice and assistance in the development of citizen involvement plans for major planning initiatives is needed. This need has historically been sporadic, resulting in inadequate membership commitment and continuity. Records show that between 2001 and 2008, only 4 to 5 CIAC members attended meetings.

Discussions between City staff and the Planning Commission regarding a more effective CIAC began in 2009 and continued into 2010. In January 2010, Resolution No. 2307 was adopted by City Council naming the Planning Commission as the interim Citizen Involvement Advisory Committee for planning matters. That action arose from a need to reconcile the Comprehensive Plan with the updated Municipal Code.

#### **PROPOSED COMPREHENSIVE PLAN AMENDMENTS**

The attached draft Comprehensive Plan amendment would implement a two step solution to establishing a more effective CIAC and would resolve existing CIAC issues by: 1) Appointing the Planning Commission as the permanent CIAC; and 2) forming a Public Process Advisory Committee (PPAC), a citizen group, to serve in an ongoing advisory role to the CIAC and the City regarding citizen involvement plans for major planning initiatives. The PPAC group would consist of up to nine members, with one representative from each of the three council wards, one Vision Implementation Committee liaison, one Planning Commission liaison, and four at-large members that represent a broad spectrum of the community.

This would provide broad geographic representation consistent with Statewide Planning Goal 1, *Citizen Involvement*. In addition, it would make available citizen volunteers capable of offering informed, issue-based advice to the CIAC. This combination of the Planning Commission serving as CIAC with advice from the PPAC would provide the continuity of involvement that has proved challenging under the existing CIAC structure.

#### **COORDINATION WITH THE STATE OF OREGON**

The HCP amendment required a 45-day Notice to the Oregon Department of Land Conservation and Development (DLCD). In addition, in accordance with Statewide Planning Goal 1, the city was required to provide a letter to the State's Citizen Involvement Advisory Committee stating the rationale for selecting the Planning Commission as the City's CIAC, as well as indicating the mechanism to be used for evaluation of the citizen involvement program. Staff sent the required letter simultaneously with the 45-day notice (Attachment C).

The State's Citizen Involvement Advisory Committee held a meeting on August 17, 2011 at which it discussed the City's proposal to appoint the Planning Commission as CIAC and to establish the PPAC. City staff attended the meeting and was asked to give a brief presentation addressing the rationale for the proposed Comprehensive Plan amendment followed by questions. The State's Citizen Involvement Advisory Committee recommended that the proposed amendment state that the PPAC will advise the City directly, as well as the CIAC, regarding citizen involvement plans for major planning initiatives. In addition, they requested language be modified to ensure that the PPAC membership be broadly representative of the Hillsboro community.

At their September 7, 2011 meeting, the State CIAC unanimously voted to support Hillsboro's proposed text amendments that incorporate their suggested changes. The State CIAC requested that the amendment include language that would allow the PPAC to be used to provide public outreach advice regarding other matters of concern to the City. In order to address their

concerns, the following text changes (highlighted) have been incorporated into the proposed Comprehensive Plan amendment for your consideration:

*Section (II) Definitions, (E) Public Process Advisory Committee*

*The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee and to the City regarding citizen involvement outreach strategies for proposed plan revisions, ~~or major plan amendments, or other matters of concern to the City.~~ Membership of the PPAC shall be comprised of up to nine members including:*

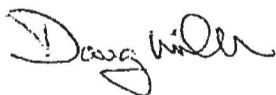
- i. A Planning Commission Liaison*
- ii. A Vision Implementation Committee Liaison*
- iii. ~~Current and/or former members of City advisory boards~~*
- iv. At-large members from three Council wards (one each)*
- v. At-large members representative of a broad spectrum of the community selected from an open nomination process*

**RECOMMENDATION**

Based on compliance of the proposed Minor Comprehensive Plan text amendment with the applicable criteria of HCP Section 1 Planning and Citizen Involvement, subsection (IV) (A), Planning staff requests that the Planning Commission adopt the attached draft Order, recommending City Council Approval of HCP 6-09. The Order cites the June 13<sup>th</sup> and September 7<sup>th</sup> staff reports and their attachments as findings in support of the amendment.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT



Doug Miller  
Urban Planner II

Attachments: Draft Order  
Exhibit A. Proposed Comprehensive Plan text amendments  
Attachment A. Packet to LCDC CIAC

**DRAFT ORDER**

HCP 6-09: PLANNING COMMISSION AS CIAC

AN ORDER RECOMMENDING CITY COUNCIL APPROVAL OF AMENDMENTS TO SECTION 1. PLANNING AND CITIZEN INVOLVEMENT OF THE COMPREHENSIVE PLAN TO ESTABLISH THE PLANNING COMMISSION AS THE CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC) AND TO FORM THE PUBLIC PROCESS ADVISORY COMMITTEE (PPAC).

WHEREAS, the City established a Citizen Involvement Advisory Committee (CIAC) by Council Ordinance (Ord. No. 2793), amending the City's Comprehensive Plan and delegating to the CIAC the responsibility to "conduct the City's Citizen Involvement Program"; and

WHEREAS, Section 1 Planning and Citizen Involvement of the Comprehensive Plan was amended in 1996 to establish a minimum 18 member structure of the CIAC; and

WHEREAS, the minimum 18 member structure has made it difficult to maintain continuity of member involvement in the CIAC's primary role to assist in the development of citizen involvement processes that facilitate public involvement related to land use issues; and

WHEREAS, the Hillsboro Municipal Code Audit Project of 2009-2010 included Municipal Code language in Section 2.40.020 E stating: "The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities..."; and

WHEREAS, the City's Planning Commission frequently hears public testimony and therefore has a broad understanding of the community's concerns regarding land use issues and this understanding would enable the Planning Commission to serve effectively as the permanent CIAC; and

WHEREAS, forming a Public Process Advisory Committee (PPAC), a citizen group of up to nine members, to serve in an ongoing advisory role to the CIAC would provide both broad geographic and issue-based representation that would be consistent with Statewide Planning Goal 1, *Citizen Involvement*; and

WHEREAS, the Planning Commission held a work session on June 8<sup>th</sup> 2011 and a public hearing on September 14, 2011 to discuss the matter; and

WHEREAS, the Planning Commission accepted the findings presented by staff at the public hearing and in staff reports dated June 13, 2011 and September 7, 2011, relying on said findings for its decision, and

Exhibit A.

WHEREAS, the Planning Commission finds the proposed text amendments are minor in nature and that it is appropriate to consider revising the Comprehensive Plan to establish the Planning Commission as the CIAC and to form the PPAC to advise them;

THE CITY OF HILLSBORO PLANNING COMMISSION ORDERS AS FOLLOWS:

Section 1. Based on the testimony and Record, the Planning Commission recommends that the City Council approve the proposed Minor Comprehensive Plan text amendments to Section 1. Planning and Citizen Involvement, as shown in the attached Exhibit A.

Section 2. This order takes effect immediately upon approval.

Approved this 14<sup>th</sup> day of September 2011.

\_\_\_\_\_  
John Coulter, President

ATTEST:

\_\_\_\_\_  
Lisa Califf, Secretary

Exhibit A.

# **COMPREHENSIVE PLAN**

**ORDINANCE NO. 2793-4-77, as amended**

**Passed by the Council and Approved by the Mayor April 5, 1977**

---

**Amended through June 2010**

## HILLSBORO COMPREHENSIVE PLAN

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Ordinance No. 2793-4-77

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## Hillsboro Comprehensive Plan ORDINANCE NO. 2793-4-77

AN ORDINANCE ADOPTING A FRAMEWORK COMPREHENSIVE PLAN FOR THE CITY OF HILLSBORO AND RESCINDING RESOLUTION NO. 704-1-72.

The City of Hillsboro does ordain as follows:

### **Section 1. Planning and Citizen Involvement.** (Amended by Ord. No. 4491/.)

#### **(I) Goals.**

With the advice and assistance of the Citizen Involvement Advisory Committee:

- (A) Design, ~~adopt, and implement a planning and citizen involvement process~~ programs which facilitates public involvement in major Comprehensive Plan and implementing land use ordinance revisions and assures that such actions are based on factual and complete available information. At a minimum, such public involvement programs will provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.
- (B) Inform the citizens of the Hillsboro planning area of the opportunity to participate in all phases of planning through ~~the~~ citizen involvement programs.
- (C) Encourage and actively solicit citizen participation through ~~a~~ diverse and wide-ranging communication programs.
- (D) Develop, through education, a citizenry capable of effective participation in the planning process.
- (E) ~~Establish a City Citizen Involvement Program to be conducted by the CIAC that provides individual public involvement programs for plan revisions and major plan amendments to the Comprehensive Plan that are consistent with State Planning Goal 1 and the financial resources of the City. At a minimum, such a public involvement program will provide for adequate notice on citizen involvement activities; advanced~~

~~information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.~~

(II) **Definitions.**

(A) **Citizen Involvement Advisory Committee (CIAC).**

~~The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council. The Council may appoint representatives of business located within any planning subarea to the CIAC should it determine that existing circumstances within the subarea require such business representation on the Committee. The Planning Commission will serve as the Citizen Involvement Advisory Committee fulfilling the duties described in Goal 1 for a committee for citizen involvement. The CIAC will consider the advice of the Public Process Advisory Committee (PPAC) regarding citizen involvement outreach strategies for proposed plan revisions or major amendments.~~

(B) **Community Plan.**

A "community plan" means any plan, planning document or coordinated set of planning policies which establishes coordinated policies and development guidelines for the development of land uses and development activities within a specific area of the City. A community plan is more detailed than the Comprehensive Plan and has Comprehensive Plan status and function relative to the specific geographic area to which it applies. It may contain a map, policy statements and recommendation relating to development densities, public facility and utility improvements and the arrangement of land uses to guide future land use decisions and implementing measures for its geographic area. A community plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(C) **Public Facility Plans.**

A City public facility plan may include a City plan for water systems, sewer systems, streets and roadways, public airports, public transit and public transportation, and other City public facility or utilities systems. It

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may contain maps, policies and recommendations relating to public facilities. City public facility plans coordinate programs, policies, jurisdictional responsibilities, project timing or financing for public facilities or services or for topic areas required by a statewide planning goal to be addressed in the Comprehensive Plan.

City public facility plans for water, sewer, storm drainage or transportation facilities including streets, roadways, public transit and public transportation may contain rough cost estimates for public projects needed to serve the land uses contemplated in the Comprehensive Plan. Except for project timing and financing provisions, a City public facility plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(D) **Functional Plans.**

City functional plans further refine and implement Comprehensive Plan policies and recommendations regarding specific topic areas of interest or concern to the City. Such topic area include but are not limited to parks and recreation, housing, open spaces, natural resources development and conservation, historic resources, culture and the arts, economic development, environmental quality and other topic area or elements addressed in the Comprehensive Plan. City functional plans are prepared from time to time in response to community need and are intended to guide the development and implementation of related functional programs or activities conducted by City agencies.

(E) **Planning Subareas. Public Process Advisory Committee**

The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee and to the City regarding citizen involvement outreach strategies for proposed plan revisions, or major plan amendments, or other matters of concern to the City. Membership of the PPAC shall be comprised of up to nine members including:

- i. A Planning Commission Liason
- ii. A Vision Implementation Committee Liason
- i.iii. Current and/or former members of City advisory boards
- iv. At-large members from three Council wards (one-each)

v. At-large members representative of a broad spectrum of the community selected from an open nomination process

~~The eight City Planning Subareas referred to in this Section shall be those areas shown on the map attached hereto as Figure 1-1 and shall be identified generally as follows:~~

- ~~———— Connell/Garibaldi/Dennis Area~~
- ~~———— Glencoe/Jackson School/Sunrise Area~~
- ~~———— Downtown/Jackson Bottom/Eastwood/Henry Area~~
- ~~———— Minter Bridge/River Road/Rood Bridge Area~~
- ~~———— Brogden/Cedar/Bentley Area~~
- ~~———— Airport/Orenco/West Union Area~~
- ~~———— Reedville/Witch Hazel Area~~
- ~~———— Tanasbourne/OGI/Primate Center Area~~

~~The number and location of Planning Subareas may be amended from time to time as the need arises by agreement of the CIAC, Planning Commission and City Council.~~

(F) **Plan Revision.**

As used in this Section, "plan revision" means: a revision(s) to the entire Comprehensive Plan text or map initiated by the City Council; 1) under a Periodic Review Program pursuant to ORS 197.628 conducted every 4 to 10 years; 2) to implement an adopted Regional Framework Plan or Metro Functional Plan; or 3) as part of a comprehensive evaluation of the Comprehensive Plan. All Plan revisions shall be processed in accordance with the procedures specified in Part (III) of this Section.

(G) **Major Plan Amendment.**

"Major Plan Amendment" includes any significant change to the Comprehensive Plan text or map initiated by the City Council or Planning Commission. A "significant change" is one that amends or refines both the Plan text and map, has operative effect over a large geographic area and is likely to have significant environmental, energy, economic and social consequences. Major plan amendments include but are not limited to Plan amendments that incorporate community plans as part of the Comprehensive Plan or incorporate portions of public facility plans as part

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of the Comprehensive Plan in accordance with State statute and regulations implementing Statewide Planning Goal 11. All major plan amendments shall be processed in accordance with the provisions specified in Part (III) of this Section.

(H) **Minor Plan Amendment**

As used in this Section, "minor amendment" means any change to the Comprehensive Plan which is not a major plan amendment. Minor Plan amendments include all quasi-judicial, site-specific amendments to the Comprehensive Plan Map. All minor plan amendments shall be processed in accordance with the procedures specified in Part (IV) of this Section.

(III) **Plan Revision and Major Plan Amendments.**

Plan revisions and major plan amendments shall be processed as legislative procedures. The following process shall be used when conducting any plan revision or major plan amendment of the Comprehensive Plan:

~~The following process will be utilized in the review and revision of the Hillsboro Comprehensive Plan:~~

- (A) For each proposed plan revision or major plan amendment to the Comprehensive Plan, the City Planning Department will:
- (1) With the advice and assistance of the CIAC, establish and conduct a citizen involvement program which provides for public involvement and input into the proposed revision or amendment which complies with Statewide Planning Goal 1 requirements. At a minimum, such a public involvement program shall provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for public involvement in all phases of the planning process applicable to the proposed plan revision or major plan amendment as determined by the CIAC.
  - (2) Identify issues to be addressed and related information and data to be collected, reviewed and made available for public review. Inform citizens of these issues; and provide opportunity for citizen access to the related information and data; and for citizen input on these issues.
  - (3) Notify affected government agencies of planning activities; invite review and comment.

- (4) Collect relevant information and data.
- (5) Analyze each issue and identify proposed actions which address the issue sufficiently. As part of the public involvement program for the plan revision or major plan amendment:
  - (a) Compile and combine the issue, relevant data and information and actions into text format and make copies of such text available for review and comments by citizens and affected government agencies.
  - (b) Compile comments received from citizens and affected government agencies for consideration by the Planning Commission. The Planning Department shall prepare written responses to comments and make the responses available for public review and to the Planning Commission during its consideration of the proposed plan revision or major plan amendment.
- (6) A Planning Commission public hearing on a plan revision or major plan amendment shall be conducted after completion of the tasks set forth in Section (III)(A)(1 through 5) above and the citizen involvement program for the plan revision or major plan amendment established by the CIAC. Notice of any public hearing by the Planning Commission or City Council on a plan revision or major plan amendment to the Comprehensive Plan shall be published in a newspaper of general circulation in the City a minimum of 20 days prior to the date of the initial public hearing. Any such notice shall contain:
  - (a) A summary of the plan revision or major plan amendment.
  - (b) The time, date and place of the hearing.
  - (c) The location(s) at which copies of the plan revision or major plan amendment summary may be obtained.
  - (d) A statement that all interested persons may appear and provide testimony and that only those persons making an appearance of record may appeal the determination of the Planning Commission or City Council.
  - (e) A general explanation of the requirements for submission of testimony and the procedure for conduct of the hearing.
- (7) The Planning Commission may recess the hearing in order to obtain further information or provide additional notification. Upon

recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

- (8) After hearing the plan revision or major plan amendment, the Planning Commission shall forward a recommendation of denial, approval, or approval with modifications of the plan revision or major plan amendment to the City Council.
- (9) The City Council shall hold a hearing during its consideration of a plan revision and may hold a public hearing on any major plan amendment. Notice of the hearing shall be provided in the manner prescribed in subsection (III)(A)(6). After consideration of the plan revision or major plan amendment, the City Council may adopt or deny the plan revision or major plan amendment.
- (10) The Planning Department shall keep copies of adopted text of the plan revision or major plan amendment on file at the City Hall and City Library for inspection by the public and shall notify citizens and government agencies that copies of the adopted text are available for inspection.
- (11) The final City Council decision on a plan revision or major plan amendment may be appealed in accordance with applicable State statutory provisions, relating to appeals of decisions amending an acknowledged comprehensive plan.
- (12) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed plan revisions or major plan amendments.

**(IV) Minor Plan Amendments.**

**(A) Minor Plan Amendment: Plan Text.**

- (1) On its own volition, the City Council or Planning Commission may initiate a minor plan amendment to the text of the Comprehensive Plan by order whenever a need for such a revision is documented. A minor plan amendment, proposing a change to the text of the Comprehensive Plan, shall be processed pursuant to legislative notice and procedures. (Amended by Ord. No. 5891/12-08.)
- (2) Notice of any public hearing on a minor plan amendment to the Comprehensive Plan text shall be by two (2) publications in a

newspaper of general circulation in the City of Hillsboro not less than five (5) days, nor more than twenty (20) days prior to the date of the hearing.

**(B) Minor Plan Amendment: Plan Map.**

- (1) A minor plan amendment proposing a change to the Comprehensive Plan Map designation shall be processed pursuant to quasi-judicial notice and procedures and may be requested at any time by a property owner(s), a person(s) purchasing property under contract, or a person(s) who has the written consent of the property owner. A minor Plan Map amendment may also be initiated by the City Council or the Planning Commission where:
  - (a) The land use on the subject property has changed substantially since the adoption of the Plan Map designation, and is inconsistent with the current Plan Map designation;
  - (b) The subject property has passed from public ownership and use to private ownership and use, or the reverse; or
  - (c) The current Plan Map designation on the subject property is inconsistent with the surrounding properties, based on earlier Plan map changes, and development of the subject property under the implementing zone of the Plan Map designation would have substantial adverse effects on the surrounding properties; and
  - (d) The proposed designation is supportive of and implements goals and policies of the Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (2) Approval of a minor Plan Map amendment shall be based on demonstration that all of the following criteria are satisfied:
  - (a) The property is better suited for uses proposed than for the uses for which the property is currently designated by the Plan;
  - (b) A need exists for the proposed Plan Map designation that is not already met by existing Plan Map designations in the general area; and

(c) The proposed designation is consistent with relevant goals and policies of the Hillsboro Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (3) Notice of any public hearing on such a minor plan amendment to the Comprehensive Plan Map shall be by two (2) publications in a newspaper of general circulation in the City not less than 5 days nor more than 20 days prior to the date of the hearing and by mailing written notice not less than 20 days prior to the date of the hearing to owners of property within the area enclosed by lines parallel to and 500 feet from the exterior boundaries of the property involved using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. In addition, the written notice shall be mailed to the community or neighborhood association and the Citizen Participation Organization within which the property is located and to State, county and city agencies or individuals who request such notice. The contents of the written notice shall comply with the applicable State statutory requirements. The failure of a person to receive the notice specified in this section shall not invalidate any proceedings in connection with the proposed minor revision.
- (4) A complete application and supporting information addressing the specific criteria for Plan Map amendments shall be filed with the City Planning Department. In order to defray the costs of processing, the application shall be accompanied by a fee as established by the City Council under Subsection (3) of this section. A complete application must include documentation of a neighborhood meeting in compliance with Subsection (4) of this Section. (Amended by Ord. No. 4132/3-93; 5312/10-03, Ord. No. 5597/1-06, and Ord. No. 5777/8-07)
- (5) For the purpose of establishing or revising the fee cited in subsection (2) above, the City Council shall hold a public hearing. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site. (Added by Ord. No. 5597/1-06.)
- (6) Prior to submittal of an application for a Minor Plan Map Amendment, the applicant shall hold a neighborhood meeting at a location in the closest practicable proximity to the subject site. The meeting shall be held on a weekday evening or weekends at any reasonable time. Mailed notice of the meeting shall be provided by the applicant to the surrounding neighborhood, at the

same notification radius required by the City for the minor Comprehensive Plan Map amendment. The applicant shall also post notice of the neighborhood meeting on the site at least seven days before the meeting.

At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

The neighborhood meeting notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees shall be included with the development application upon submittal.

Compliance with the provisions of this section is a jurisdictional requirement of the Hillsboro Comprehensive Plan. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted, such applications shall not be accepted by the City. (Added by Ord. No. 5777/8-07)

(Renumbered by Ord. No. 5938/5-10.)

**(C) Minor Plan Amendment - General Procedures.**

- (1) A public hearing shall be held by the Planning Commission on any minor plan amendment.
- (2) Recess of hearing. The Planning Commission may recess a hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.
- (3) After hearing the proposed minor plan amendment, the Planning Commission shall deny or forward a recommendation of approval or approval with modifications to the City Council.

- (4) Any party to a proceeding on a minor plan amendment may appeal the recommendation on the amendment of the Planning Commission to the City Council by filing such an appeal with the City Recorder within fifteen (15) days of the mailing date of the Planning Commission's Notice of Decision on the amendment.
- (5) The City Council may hold a hearing on the proposed minor plan amendment. The Council shall hold a hearing on any appeal of a Planning Commission decision on a minor plan amendment. If a public hearing is held, notice for such a hearing shall comply with the applicable notice requirements relating to minor amendments to the Plan text or to the Plan Map as set forth above. After consideration of a proposal or an appeal, the City Council may adopt or deny the minor plan amendment or uphold, reject or modify the recommendation of the Planning Commission.
- (6) The applicant shall be notified in writing of the City Council decision.
- (7) The Planning Department shall keep copies of the adopted minor plan amendment on file at City Hall and the City Library for inspection by the public and shall notify citizens and government agencies who have requested notice that copies of the adopted amendments are available for inspection.
- (8) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed minor plan amendments.

**(V) Community Plans, Public Facility Plans and Functional Plans.**

A Community Plan, a Public Facility Plan or a Functional Plan may be initiated by the City Council or Planning Commission at any time in response to community need. Community Plans shall be adopted by the City Council as major plan amendments to the City's Comprehensive Plan Text or Land Use Map as applicable.

Adoption of Public Facility Plans shall comply with applicable State statutes and regulations relating to portions of public facility plans required to be included in the Comprehensive Plan. Those portions of public facility plans required to be included in the Comprehensive Plan shall be adopted by ordinance as major plan

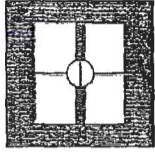
amendments to the Comprehensive Plan Text or Map, as applicable. A Functional Plan shall be adopted by City Council Resolution.

- (VI) The Planning Department shall keep copies of the Comprehensive Plan, the City Community Development Code, adopted Community Plans and Functional Plans on file at City Hall and at all branches of the City Library for inspection by the public. The Planning Department shall notify citizens and government agencies that copies of such adopted plans are available for public review and distribution. The Planning Department shall notify citizens and government agencies that copies of the adopted plan are available for review.
- (VII) **Continual review process.** During the 4-10 years period between scheduled major reviews of the Comprehensive Plan pursuant to ORS 197.628 Periodic Review requirements, the City Planning Commission, with the assistance of the Planning Department, shall continually review the Comprehensive Plan and may initiate major or minor revisions of the Plan in order to address Citywide or community needs. As part of this responsibility, the Planning Commission shall schedule and conduct a Public Plan Review Process once every two (2) years according to a schedule determined by the Planning Commission to consider such requests for Plan revisions from any property owner, City agency, government agency, or business or community organization.
- (VIII) **Communication.** As part of its responsibility to ~~conduct~~ oversee the City's Citizen Involvement ~~Program~~ programs, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. The ~~Committee~~ CIAC will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements.
- (IX) **Feedback mechanism.** Comments and recommendations resulting from the public involvement programs established for major and minor revisions of the Comprehensive Plan and Community Plans and Functional Plans will be collected and summarized by staff. Copies of the summarized comments will be made available for public review at the City Planning Department. The Planning Commission recommendations and City Council decisions on major and minor revisions to the Plan, Community Plans, and Functional Plans and the rationale relied upon by policymakers to reach such recommendation and decisions will be made available to the public in the form of a written record.

- (X) **Financial support.** The City Council will guarantee to the best of its financial ability that the CIAC has the financial support necessary for a successful citizen involvement programs.
- (XI) **Selection process.** It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission/~~and~~ CIAC positions. Volunteers will be solicited through the use of articles in the local newspaper and City newsletter, personal contact with citizens who have demonstrated interest in the past, and contacts with local citizen groups and service organizations. Each citizen applying for a position on the Commission/~~or~~ CIAC will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. ~~Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council.~~
- (XII) ~~**Ongoing citizen participation program.** By December 31, 1997, the CIAC shall prepare and recommend for City Council approval a plan for an ongoing City citizen participation program. In preparing the plan, the CIAC shall, at a minimum, study and consider the Tigard, Beaverton, Portland, Forest Grove and Washington County models of citizen participation. The plan shall be consistent with the provisions of this ordinance and shall identify the methods and procedures by which interested citizens businesses, and civic and community organizations may comment on planning and land use proposals and actions in the City. In preparing the plan, the CIAC shall solicit input from the citizens of Hillsboro through at least three (3) community wide workshops, public forums and/or community open houses.~~

CITY OF HILLSBORO

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July 13, 2011

Ms. Ann Glaze  
Chair, LCDC Citizen Involvement Advisory Committee  
635 Capitol St. NE, Ste. 150  
Salem, OR 97301-2540

RE: City of Hillsboro's Citizen Involvement Advisory Committee

Dear Ms. Glaze:

The City of Hillsboro is initiating an amendment to its Comprehensive Plan that would appoint the Planning Commission as the Citizen Involvement Advisory Committee. A copy of the draft text amendment is enclosed for your information. Statewide Planning Goal 1, *Citizen Involvement* states:

*"...If the governing body wishes to assume the responsibility for development as well as adoption and implementation of the citizen involvement program or to assign such responsibilities to a planning commission, a letter shall be submitted to the Land Conservation and Development Commission for the state Citizen Involvement Advisory Committee's review and recommendation stating the rationale for selecting this option, as well as indicating the mechanism to be used for an evaluation of the citizen involvement program. If the planning commission is to be used in lieu of an independent CCI, its members shall be selected by an open, well-publicized public process."*

This letter addresses the above stated requirements, as follows:

**Rationale**

Hillsboro Comprehensive Plan (HCP) Section 1 Planning and Citizen Involvement was added in 1996 to streamline, revise and modernize the Plan's Citizen Involvement provisions in compliance with Goal 1, *Citizen Involvement*. HCP Section 1 (II) (A) currently defines the Citizen Involvement Advisory Committee as follows:

*"The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council..."*

This minimum 18 member structure has proven difficult to maintain. CIAC meetings are scheduled when advice and assistance in the development of citizen involvement plans for major

Exhibit A.

planning initiatives is needed. This need has historically been sporadic, resulting in inadequate membership commitment and continuity. Records show that between 2001 and 2008, only 4 to 5 CIAC members attended meetings.

Discussions between city staff and the Planning Commission regarding a more effective CIAC structure occurred during 2009 and 2010. A proposal was made that the Planning Commission serve as CIAC because the Commission frequently hears public testimony and therefore has a broad understanding of the community's concerns. Commissioners generally felt the role of CIAC would be appropriate for them, provided sufficient opportunity be given to interested citizens to participate in the creation of public outreach programs.

The attached Order No. 8048 would implement a two step solution to establishing a more effective CIAC by: 1) Appointing the Planning Commission as the permanent CIAC; and 2) forming a Public Process Advisory Committee (PPAC), a citizen group, to serve in an ongoing advisory role to the CIAC. The PPAC group would be an officially organized group that would function under a set of by-laws. The PPAC would consist of up to nine members, with one representative from each of the three council wards, two at-large members, two current or former members of City advisory boards, one Vision Implementation Committee (VIC) liaison, and one Planning Commission liaison.

The PPAC would provide broad geographic representation consistent with Statewide Planning Goal 1, *Citizen Involvement* and would make available seasoned citizen volunteers capable of offering informed, issue-based advice to the CIAC. In addition, having a member of the VIC sit on the PPAC would ensure *Strategy 1.2* of the Hillsboro 2020 Vision and Action Plan, *Promote Participation in Local Decisions* is integrated into land use planning public participation (see [http://www.hillsboro2020.org/FileLib/H2020ActionPlan2010\\_Web.pdf](http://www.hillsboro2020.org/FileLib/H2020ActionPlan2010_Web.pdf) ). This combination of the Planning Commission serving as CIAC with advice from the PPAC would provide the continuity of service that has proved challenging under the existing CIAC structure.

#### **Program Evaluation**

HCP Section 1 (VIII) Communication currently states:

*"As part of its responsibility to conduct the City's Citizen Involvement programs, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. The Committee will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements."*

This language assigns responsibility to review the effectiveness of citizen involvement programs to the CIAC. In addition, one role of the proposed PPAC would be to annually review ongoing and completed public involvement programs to determine their effectiveness and to document lessons learned. Proposed text changes to this HCP section clarify that the role of the CIAC is to oversee public involvement programs, which will be carried out by city staff.

Exhibit A.

**Selection Process**

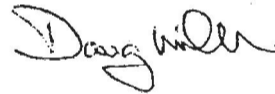
HCP Section 1 (XI) Selection Process currently states:

*"It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission and CIAC Positions. Volunteers will be solicited through the use of articles in the local newspaper, personal contact with citizens who have demonstrated interest in the past, and contacts with local service organizations. Each citizen applying for a position on the Commission of CIAC will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council."*

The last Planning Commission recruitment occurred in the first quarter of 2011. Press releases announcing the recruitment were sent to the Oregonian and the Hillsboro Argus. In addition, announcements were included on the City's website and in the bimonthly newsletter, which is mailed to every Hillsboro household. Proposed text amendments to this section would add the City newsletter and contact with local citizen groups as additional outreach tools to recruit candidates for the Planning Commission/CIAC.

Thank you for reviewing the city's proposed CIAC text amendment. A public hearing on the proposed text amendment is scheduled for September 14, 2011. If you have any questions please feel free to contact me.

Sincerely,



Doug Miller, Urban Planner II  
City of Hillsboro Planning Department  
503-681-6231  
dougm@ci.hillsboro.or.us

c: Bob Rindy, DLCD  
Anne Debbaut, DLCD

**ORDER NO. 8048**

HCP 6-09: PLANNING COMMISSION AS CIAC

AN ORDER INITIATING AMENDMENTS TO SECTION 1. PLANNING AND CITIZEN INVOLVEMENT OF THE COMPREHENSIVE PLAN TO ESTABLISH THE PLANNING COMMISSION AS THE CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC) AND TO FORM THE PUBLIC PROCESS ADVISORY COMMITTEE (PPAC).

WHEREAS, the City established a Citizen Involvement Advisory Committee (CIAC) by Council Ordinance (Ord. No. 2793), amending the City's Comprehensive Plan and delegating to the CIAC the responsibility to "conduct the City's Citizen Involvement Program"; and

WHEREAS, Section 1 Planning and Citizen Involvement of the Comprehensive Plan was amended in 1996 to establish a minimum 18 member structure of the CIAC; and

WHEREAS, the minimum 18 member structure has made it difficult to maintain a continuity of service in the CIAC's primary role to advise and assist in the development of citizen involvement processes that facilitate public involvement related to land use issues; and

WHEREAS, the Hillsboro Municipal Code Audit Project of 2009-2010 included Municipal Code language in Section 2.40.020 E stating: "The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities..."; and

WHEREAS, the City's Planning Commission frequently hears public testimony and therefore has a broad understanding of the community's concerns regarding land use issues and this understanding would enable the Planning Commission to serve effectively as the permanent CIAC; and

WHEREAS, forming a Public Process Advisory Committee (PPAC), a citizen group of up to nine members, to serve in an ongoing advisory role to the CIAC would provide both broad geographic and issue-based representation that would be consistent with Statewide Planning Goal 1, *Citizen Involvement*; and

WHEREAS, Comprehensive Plan Section 1 (IV) (A) authorizes the Planning Commission to initiate minor Comprehensive Plan text amendments; and

WHEREAS, the Planning Commission finds the proposed text amendments are minor in nature and that it is appropriate to consider revising the Comprehensive Plan to establish the Planning Commission as the CIAC and to form the PPAC to advise them;

THE CITY OF HILLSBORO PLANNING COMMISSION ORDERS AS FOLLOWS:

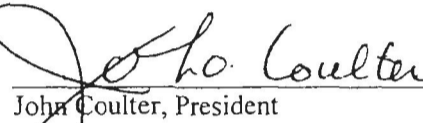
Exhibit A.

Section 1. The Planning Commission hereby initiates amendments to the Hillsboro Comprehensive Plan Section 1. Planning and Citizen Involvement, as shown in the attached Exhibit A, scheduling the proposed text amendments for public hearing before the Commission at a time the Commission deems appropriate.

Section 2. The Planning Director is directed to timely notify affected agencies and interested parties of this proposed amendment as required by the Hillsboro Comprehensive Plan and by State statute.

Section 3. This order takes effect immediately upon approval.

Approved this 13<sup>th</sup> day of July 2011.

  
John Coulter, President

ATTEST:

  
Lisa Califf, Secretary

## Vision Implementation Committee



The success of the Hillsboro 2020 Vision Action Plan is determined through its **implementation**. A citizen-led Hillsboro 2020 Vision Implementation Committee (VIC) tracks and facilitates the progress of the Vision Action Plan. The committee is responsible for recommending revisions of the plan to the Hillsboro City Council as may be required to optimize effective implementation.

VIC membership reflects the broad interests and population of the community. The members include representatives from the Vision Action Plan's lead partners with two or more actions, key community interests and the public-at-large.

All Vision Implementation Committee meetings are open to the public. Public notice of each meeting is provided through media releases, mailings, and the project website.

A "Steering Committee," comprised of members of the Implementation Committee, acts as an executive advisory group. The Steering Committee helps identify issues for full committee discussion and makes recommendations for action. The Steering Committee also helps facilitate solutions if and when implementation barriers arise.

The charge, detailed membership structure, and staffing arrangements are described in the following pages.





# VISION FOCUS AREA: STRENGTHENING AND SUSTAINING COMMUNITY

## STRATEGY 1: Develop a citizen involvement plan to promote early, frequent and regular participation in local decisions and actions. Priority/Timeline

	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20
1.1 Citizen Involvement Advisory Committee	Use the Citizen Involvement Advisory Committee (CIAC) to advise and assist in the development of a citizen involvement process that facilitates public involvement related to land use issues consistent with Section 1, Planning and Citizen Involvement, of the Hillsboro Comprehensive Plan.	City of Hillsboro	Hillsboro Chamber of Commerce; churches; youth organizations; Hispanic and other minority community organizations; Hillsboro School District; Tualatin Valley Television; other community groups and agencies involved in the Hillsboro 2020 visioning process	<input checked="" type="checkbox"/> Ongoing	☉	☉	☉
1.2 (Promote Participation in Local Decisions)	Develop dialogue between the City of Hillsboro, citizens, businesses, and organizations to keep all parties informed, to promote regular participation in local decisions and actions and to encourage volunteerism.	City of Hillsboro	Hillsboro Chamber of Commerce; Hispanic and other minority organizations; Washington County Vision Action Network (VAN); schools; Port of Portland; Oregon Department of Transportation (ODOT)		<input checked="" type="checkbox"/> Ongoing	☉	☉
1.3 Building Community	Facilitate opportunities to build community at the neighborhood level and improve dialogue around localized issues.	City of Hillsboro	Heart of Hillsboro; Hillsboro Downtown Business Association (HDBA); community-based non-profit organizations		<input checked="" type="checkbox"/> Ongoing	☉	☉
1.4 City-Neighborhood Communications	Facilitate direct communication with neighborhoods and districts on critical issues through HOAs and multi-family housing contacts.	City of Hillsboro	Community Volunteers, Homeowner Associations, Neighborhood Watch Program, LOAC, Bienestar				■ Ongoing

## STRATEGY 2: Make online technology accessible and affordable to all residents to the community. Priority/Timeline

	Action	Lead Partner	Support/Potential Partners	2000-2004	2005-10	2011-15	2016-20
2.1 Online Technology Access	Increase access to online resources and web-based services for all Hillsboro residents.	One Economy	Hillsboro Chamber of Commerce	<input checked="" type="checkbox"/> Ongoing	☉	☉	☉
2.2 Access to the Web	Promote, encourage and continue development of online access to City of Hillsboro and other local government resources.	City of Hillsboro	Washington County; Hillsboro School District; Service clubs; businesses		<input checked="" type="checkbox"/> Ongoing	☉	☉
2.3 Public Online Centers and Computer Systems	(A) Create online centers in public places, throughout the community. (B) Maintain and update.	City of Hillsboro	(A) Hillsboro Chamber of Commerce; service and other organizations; high-tech and other major employers; telecommunications companies; AARP; OSU Extension Service; Centro Cultural; Washington County; Hillsboro School District. (B) Hillsboro School District; Community Action Organization; Centro Cultural; Washington County; 4-H Tech Wizards; Pacific University Masters in Education Department	<input checked="" type="checkbox"/> Ongoing	☉	☉	☉

Exhibit A.

# **COMPREHENSIVE PLAN**

**ORDINANCE NO. 2793-4-77, as amended**

**Passed by the Council and Approved by the Mayor April 5, 1977**

---

**Amended through June 2010**

## HILLSBORO COMPREHENSIVE PLAN

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**Hillsboro Comprehensive Plan**  
**ORDINANCE NO. 2793-4-77**

AN ORDINANCE ADOPTING A FRAMEWORK COMPREHENSIVE PLAN FOR THE CITY OF HILLSBORO AND RESCINDING RESOLUTION NO. 704-1-72.

The City of Hillsboro does ordain as follows:

**Section 1. Planning and Citizen Involvement.**  
(Amended by Ord. No. 4491/.)

(I) **Goals.**

With the advice and assistance of the Citizen Involvement Advisory Committee:

- (A) Design, ~~adopt, and implement a planning and citizen involvement process~~ programs which facilitates public involvement in major Comprehensive Plan and implementing land use ordinance revisions and assures that such actions are based on factual and complete available information. At a minimum, such public involvement programs will provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.
- (B) Inform the citizens of the Hillsboro planning area of the opportunity to participate in all phases of planning through ~~the~~ citizen involvement programs.
- (C) Encourage and actively solicit citizen participation through ~~a~~ diverse and wide-ranging communication programs.
- (D) Develop, through education, a citizenry capable of effective participation in the planning process.
- (E) ~~Establish a City Citizen Involvement Program to be conducted by the CIAC that provides individual public involvement programs for plan revisions and major plan amendments to the Comprehensive Plan that are consistent with State Planning Goal 1 and the financial resources of the City. At a minimum, such a public involvement program will provide for adequate notice on citizen involvement activities; advanced~~

~~information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.~~

**(II) Definitions.**

**(A) Citizen Involvement Advisory Committee (CIAC).**

~~The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council. The Council may appoint representatives of business located within any planning subarea to the CIAC should it determine that existing circumstances within the subarea require such business representation on the Committee. The Planning Commission will serve as the Citizen Involvement Advisory Committee fulfilling the duties described in Goal 1 for a committee for citizen involvement. The CIAC will consider the advice of the Public Process Advisory Committee (PPAC) regarding citizen involvement outreach strategies for proposed plan revisions or major amendments.~~

**(B) Community Plan.**

A "community plan" means any plan, planning document or coordinated set of planning policies which establishes coordinated policies and development guidelines for the development of land uses and development activities within a specific area of the City. A community plan is more detailed than the Comprehensive Plan and has Comprehensive Plan status and function relative to the specific geographic area to which it applies. It may contain a map, policy statements and recommendation relating to development densities, public facility and utility improvements and the arrangement of land uses to guide future land use decisions and implementing measures for its geographic area. A community plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

**(C) Public Facility Plans.**

A City public facility plan may include a City plan for water systems, sewer systems, streets and roadways, public airports, public transit and public transportation, and other City public facility or utilities systems. It

may contain maps, policies and recommendations relating to public facilities. City public facility plans coordinate programs, policies, jurisdictional responsibilities, project timing or financing for public facilities or services or for topic areas required by a statewide planning goal to be addressed in the Comprehensive Plan.

City public facility plans for water, sewer, storm drainage or transportation facilities including streets, roadways, public transit and public transportation may contain rough cost estimates for public projects needed to serve the land uses contemplated in the Comprehensive Plan. Except for project timing and financing provisions, a City public facility plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(D) **Functional Plans.**

City functional plans further refine and implement Comprehensive Plan policies and recommendations regarding specific topic areas of interest or concern to the City. Such topic area include but are not limited to parks and recreation, housing, open spaces, natural resources development and conservation, historic resources, culture and the arts, economic development, environmental quality and other topic area or elements addressed in the Comprehensive Plan. City functional plans are prepared from time to time in response to community need and are intended to guide the development and implementation of related functional programs or activities conducted by City agencies.

(E) **~~Planning Subareas.~~ Public Process Advisory Committee**

The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee regarding citizen involvement outreach strategies for proposed plan revisions or major amendments. Membership of the PPAC shall be comprised of up to nine members including:

- i. A Planning Commission Liason
- ii. A Vision Implementation Committee Liason
- iii. Current and/or former members of City advisory boards
- iv. At-large members from three Council wards (one-each)
- v. At-large members selected from open nomination process

~~The eight City Planning Subareas referred to in this Section shall be those areas shown on the map attached hereto as Figure 1-1 and shall be identified generally as follows:~~

- ~~\_\_\_\_\_ Connell/Garibaldi/Dennis Area~~
- ~~\_\_\_\_\_ Glencoe/Jackson School/Sunrise Area~~
- ~~\_\_\_\_\_ Downtown/Jackson Bottom/Eastwood/Henry Area~~
- ~~\_\_\_\_\_ Minter Bridge/River Road/Rood Bridge Area~~
- ~~\_\_\_\_\_ Brogden/Cedar/Bentley Area~~
- ~~\_\_\_\_\_ Airport/Orengo/West Union Area~~
- ~~\_\_\_\_\_ Reedville/Witch Hazel Area~~
- ~~\_\_\_\_\_ Tanasbourne/OGI/Primate Center Area~~

~~The number and location of Planning Subareas may be amended from time to time as the need arises by agreement of the CIAC, Planning Commission and City Council.~~

**(F) Plan Revision.**

As used in this Section, "plan revision" means: a revision(s) to the entire Comprehensive Plan text or map initiated by the City Council; 1) under a Periodic Review Program pursuant to ORS 197.628 conducted every 4 to 10 years; 2) to implement an adopted Regional Framework Plan or Metro Functional Plan; or 3) as part of a comprehensive evaluation of the Comprehensive Plan. All Plan revisions shall be processed in accordance with the procedures specified in Part (III) of this Section.

**(G) Major Plan Amendment.**

"Major Plan Amendment" includes any significant change to the Comprehensive Plan text or map initiated by the City Council or Planning Commission. A "significant change" is one that amends or refines both the Plan text and map, has operative effect over a large geographic area and is likely to have significant environmental, energy, economic and social consequences. Major plan amendments include but are not limited to Plan amendments that incorporate community plans as part of the Comprehensive Plan or incorporate portions of public facility plans as part of the Comprehensive Plan in accordance with State statute and regulations implementing Statewide Planning Goal 11. All major plan

amendments shall be processed in accordance with the provisions specified in Part (III) of this Section.

(H) **Minor Plan Amendment**

As used in this Section, "minor amendment" means any change to the Comprehensive Plan which is not a major plan amendment. Minor Plan amendments include all quasi-judicial, site-specific amendments to the Comprehensive Plan Map. All minor plan amendments shall be processed in accordance with the procedures specified in Part (IV) of this Section.

(III) **Plan Revision and Major Plan Amendments.**

Plan revisions and major plan amendments shall be processed as legislative procedures. The following process shall be used when conducting any plan revision or major plan amendment of the Comprehensive Plan:

~~The following process will be utilized in the review and revision of the Hillsboro Comprehensive Plan.~~

- (A) For each proposed plan revision or major plan amendment to the Comprehensive Plan, the City Planning Department will:
- (1) With the advice and assistance of the CIAC, establish and conduct a citizen involvement program which provides for public involvement and input into the proposed revision or amendment which complies with Statewide Planning Goal 1 requirements. At a minimum, such a public involvement program shall provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for public involvement in all phases of the planning process applicable to the proposed plan revision or major plan amendment as determined by the CIAC.
  - (2) Identify issues to be addressed and related information and data to be collected, reviewed and made available for public review. Inform citizens of these issues; and provide opportunity for citizen access to the related information and data; and for citizen input on these issues.
  - (3) Notify affected government agencies of planning activities; invite review and comment.
  - (4) Collect relevant information and data.

- (5) Analyze each issue and identify proposed actions which address the issue sufficiently. As part of the public involvement program for the plan revision or major plan amendment:
  - (a) Compile and combine the issue, relevant data and information and actions into text format and make copies of such text available for review and comments by citizens and affected government agencies.
  - (b) Compile comments received from citizens and affected government agencies for consideration by the Planning Commission. The Planning Department shall prepare written responses to comments and make the responses available for public review and to the Planning Commission during its consideration of the proposed plan revision or major plan amendment.
- (6) A Planning Commission public hearing on a plan revision or major plan amendment shall be conducted after completion of the tasks set forth in Section (III)(A)(1 through 5) above and the citizen involvement program for the plan revision or major plan amendment established by the CIAC. Notice of any public hearing by the Planning Commission or City Council on a plan revision or major plan amendment to the Comprehensive Plan shall be published in a newspaper of general circulation in the City a minimum of 20 days prior to the date of the initial public hearing. Any such notice shall contain:
  - (a) A summary of the plan revision or major plan amendment.
  - (b) The time, date and place of the hearing.
  - (c) The location(s) at which copies of the plan revision or major plan amendment summary may be obtained.
  - (d) A statement that all interested persons may appear and provide testimony and that only those persons making an appearance of record may appeal the determination of the Planning Commission or City Council.
  - (e) A general explanation of the requirements for submission of testimony and the procedure for conduct of the hearing.
- (7) The Planning Commission may recess the hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

**HILLSBORO COMPREHENSIVE PLAN**  
Ordinance No. 2793-4-77

SECTION 29. HILLSBORO AMBERGLEN  
COMMUNITY PLAN

- (8) After hearing the plan revision or major plan amendment, the Planning Commission shall forward a recommendation of denial, approval, or approval with modifications of the plan revision or major plan amendment to the City Council.
- (9) The City Council shall hold a hearing during its consideration of a plan revision and may hold a public hearing on any major plan amendment. Notice of the hearing shall be provided in the manner prescribed in subsection (III)(A)(6). After consideration of the plan revision or major plan amendment, the City Council may adopt or deny the plan revision or major plan amendment.
- (10) The Planning Department shall keep copies of adopted text of the plan revision or major plan amendment on file at the City Hall and City Library for inspection by the public and shall notify citizens and government agencies that copies of the adopted text are available for inspection.
- (11) The final City Council decision on a plan revision or major plan amendment may be appealed in accordance with applicable State statutory provisions, relating to appeals of decisions amending an acknowledged comprehensive plan.
- (12) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed plan revisions or major plan amendments.

**(IV) Minor Plan Amendments.**

**(A) Minor Plan Amendment: Plan Text.**

- (1) On its own volition, the City Council or Planning Commission may initiate a minor plan amendment to the text of the Comprehensive Plan by order whenever a need for such a revision is documented. A minor plan amendment, proposing a change to the text of the Comprehensive Plan, shall be processed pursuant to legislative notice and procedures. (Amended by Ord. No. 5891/12-08.)
- (2) Notice of any public hearing on a minor plan amendment to the Comprehensive Plan text shall be by two (2) publications in a newspaper of general circulation in the City of Hillsboro not less than five (5) days, nor more than twenty (20) days prior to the date of the hearing.

(B) **Minor Plan Amendment: Plan Map.**

- (1) A minor plan amendment proposing a change to the Comprehensive Plan Map designation shall be processed pursuant to quasi-judicial notice and procedures and may be requested at any time by a property owner(s), a person(s) purchasing property under contract, or a person(s) who has the written consent of the property owner. A minor Plan Map amendment may also be initiated by the City Council or the Planning Commission where:
- (a) The land use on the subject property has changed substantially since the adoption of the Plan Map designation, and is inconsistent with the current Plan Map designation;
  - (b) The subject property has passed from public ownership and use to private ownership and use, or the reverse; or
  - (c) The current Plan Map designation on the subject property is inconsistent with the surrounding properties, based on earlier Plan map changes, and development of the subject property under the implementing zone of the Plan Map designation would have substantial adverse effects on the surrounding properties; and
  - (d) The proposed designation is supportive of and implements goals and policies of the Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (2) Approval of a minor Plan Map amendment shall be based on demonstration that all of the following criteria are satisfied:
- (a) The property is better suited for uses proposed than for the uses for which the property is currently designated by the Plan;
  - (b) A need exists for the proposed Plan Map designation that is not already met by existing Plan Map designations in the general area; and
  - (c) The proposed designation is consistent with relevant goals and policies of the Hillsboro Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

**HILLSBORO COMPREHENSIVE PLAN**  
Ordinance No. 2793-4-77

SECTION 29. HILLSBORO AMBERGLEN  
COMMUNITY PLAN

- (3) Notice of any public hearing on such a minor plan amendment to the Comprehensive Plan Map shall be by two (2) publications in a newspaper of general circulation in the City not less than 5 days nor more than 20 days prior to the date of the hearing and by mailing written notice not less than 20 days prior to the date of the hearing to owners of property within the area enclosed by lines parallel to and 500 feet from the exterior boundaries of the property involved using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. In addition, the written notice shall be mailed to the community or neighborhood association and the Citizen Participation Organization within which the property is located and to State, county and city agencies or individuals who request such notice. The contents of the written notice shall comply with the applicable State statutory requirements. The failure of a person to receive the notice specified in this section shall not invalidate any proceedings in connection with the proposed minor revision.
- (4) A complete application and supporting information addressing the specific criteria for Plan Map amendments shall be filed with the City Planning Department. In order to defray the costs of processing, the application shall be accompanied by a fee as established by the City Council under Subsection (3) of this section. A complete application must include documentation of a neighborhood meeting in compliance with Subsection (4) of this Section. (Amended by Ord. No. 4132/3-93; 5312/10-03, Ord. No. 5597/1-06, and Ord. No. 5777/8-07)
- (5) For the purpose of establishing or revising the fee cited in subsection (2) above, the City Council shall hold a public hearing. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site. (Added by Ord. No. 5597/1-06.)
- (6) Prior to submittal of an application for a Minor Plan Map Amendment, the applicant shall hold a neighborhood meeting at a location in the closest practicable proximity to the subject site. The meeting shall be held on a weekday evening or weekends at any reasonable time. Mailed notice of the meeting shall be provided by the applicant to the surrounding neighborhood, at the same notification radius required by the City for the minor Comprehensive Plan Map amendment. The applicant shall also

post notice of the neighborhood meeting on the site at least seven days before the meeting.

At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

The neighborhood meeting notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees shall be included with the development application upon submittal.

Compliance with the provisions of this section is a jurisdictional requirement of the Hillsboro Comprehensive Plan. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted, such applications shall not be accepted by the City. (Added by Ord. No. 5777/8-07)

(Renumbered by Ord. No. 5938/5-10.)

**(C) Minor Plan Amendment - General Procedures.**

- (1) A public hearing shall be held by the Planning Commission on any minor plan amendment.
- (2) Recess of hearing. The Planning Commission may recess a hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.
- (3) After hearing the proposed minor plan amendment, the Planning Commission shall deny or forward a recommendation of approval or approval with modifications to the City Council.

**HILLSBORO COMPREHENSIVE PLAN**  
Ordinance No. 2793-4-77

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- (4) Any party to a proceeding on a minor plan amendment may appeal the recommendation on the amendment of the Planning Commission to the City Council by filing such an appeal with the City Recorder within fifteen (15) days of the mailing date of the Planning Commission's Notice of Decision on the amendment.
- (5) The City Council may hold a hearing on the proposed minor plan amendment. The Council shall hold a hearing on any appeal of a Planning Commission decision on a minor plan amendment. If a public hearing is held, notice for such a hearing shall comply with the applicable notice requirements relating to minor amendments to the Plan text or to the Plan Map as set forth above. After consideration of a proposal or an appeal, the City Council may adopt or deny the minor plan amendment or uphold, reject or modify the recommendation of the Planning Commission.
- (6) The applicant shall be notified in writing of the City Council decision.
- (7) The Planning Department shall keep copies of the adopted minor plan amendment on file at City Hall and the City Library for inspection by the public and shall notify citizens and government agencies who have requested notice that copies of the adopted amendments are available for inspection.
- (8) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed minor plan amendments.

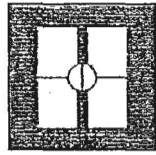
**(V) Community Plans, Public Facility Plans and Functional Plans.**

A Community Plan, a Public Facility Plan or a Functional Plan may be initiated by the City Council or Planning Commission at any time in response to community need. Community Plans shall be adopted by the City Council as major plan amendments to the City's Comprehensive Plan Text or Land Use Map as applicable.

Adoption of Public Facility Plans shall comply with applicable State statutes and regulations relating to portions of public facility plans required to be included in the Comprehensive Plan. Those portions of public facility plans required to be included in the Comprehensive Plan shall be adopted by ordinance as major plan amendments to the Comprehensive Plan Text or Map, as applicable. A Functional Plan shall be adopted by City Council Resolution.

- (VI) The Planning Department shall keep copies of the Comprehensive Plan, the City Community Development Code, adopted Community Plans and Functional Plans on file at City Hall and at all branches of the City Library for inspection by the public. The Planning Department shall notify citizens and government agencies that copies of such adopted plans are available for public review and distribution. The Planning Department shall notify citizens and government agencies that copies of the adopted plan are available for review.
- (VII) **Continual review process.** During the 4-10 years period between scheduled major reviews of the Comprehensive Plan pursuant to ORS 197.628 Periodic Review requirements, the City Planning Commission, with the assistance of the Planning Department, shall continually review the Comprehensive Plan and may initiate major or minor revisions of the Plan in order to address Citywide or community needs. As part of this responsibility, the Planning Commission shall schedule and conduct a Public plan Review Process once every two (2) years according to a schedule determined by the Planning Commission to consider such requests for Plan revisions from any property owner, City agency, government agency, or business or community organization.
- (VIII) **Communication.** As part of its responsibility to ~~conduct~~ oversee the City's Citizen Involvement Program ~~programs~~, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. ~~The Committee~~ CIAC will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements.
- (IX) **Feedback mechanism.** Comments and recommendations resulting from the public involvement programs established for major and minor revisions of the Comprehensive Plan and Community Plans and Functional Plans will be collected and summarized by staff. Copies of the summarized comments will be made available for public review at the City Planning Department. The Planning Commission recommendations and City Council decisions on major and minor revisions to the Plan, Community Plans, and Functional Plans and the rationale relied upon by policymakers to reach such recommendation and decisions will be made available to the public in the form of a written record.
- (X) **Financial support.** The City Council will guarantee to the best of its financial ability that the CIAC has the financial support necessary for ~~a~~ successful citizen involvement programs.

- (XI) **Selection process.** It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission/and CIAC pPositions. Volunteers will be solicited through the use of articles in the local newspaper and City newsletter, personal contact with citizens who have demonstrated interest in the past, and contacts with local citizen groups and service organizations. Each citizen applying for a position on the Commission/er-CIAC will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council.
- (XII) ~~**Ongoing citizen participation program.** By December 31, 1997, the CIAC shall prepare and recommend for City Council approval a plan for an ongoing City citizen participation program. In preparing the plan, the CIAC shall, at a minimum, study and consider the Tigard, Beaverton, Portland, Forest Grove and Washington County models of citizen participation. The plan shall be consistent with the provisions of this ordinance and shall identify the methods and procedures by which interested citizens businesses, and civic and community organizations may comment on planning and land use proposals and actions in the City. In preparing the plan, the CIAC shall solicit input from the citizens of Hillsboro through at least three (3) community wide workshops, public forums and/or community open houses.~~

**MEMORANDUM**

June 16, 2011

TO: Planning Commission

FROM: Doug Miller, Urban Planner II

RE: Planning Commission as Citizen Involvement Advisory Committee (CIAC)

**BACKGROUND**

The Comprehensive Plan defines the Citizen Involvement Advisory Committee as follows:

'The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council.'

In January 2010, a resolution was adopted by City Council naming the Planning Commission as the interim CIAC for planning matters. That action arose from a need to reconcile the Comprehensive Plan with the updated Municipal Code. Discussions have continued regarding the most effective composition of the CIAC. A proposal was made that the Planning Commission serve as CIAC because the Commission frequently hears public testimony and therefore has a broad understanding of the community's concerns. Commissioners generally felt the role of CIAC would be appropriate for them provided sufficient opportunity be given to interested citizens to participate in the creation of public outreach programs. Additional background material on this topic is provided for you in the attachments.

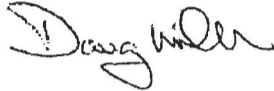
**RECOMMENDATION**

Staff proposes a two step resolution to the existing interim CIAC makeup by: 1) Appointing the Planning Commission as permanent CIAC; and 2) forming Public Process Advisory Committee (PPAC), a citizen group, to serve in an ongoing advisory role. The PPAC group would consist of up to nine members, with one representative from each of the three council wards, two at-large members, two current or former members of City advisory boards, one Vision Implementation Committee liaison, and one Planning Commission liaison. This would provide broad geographic and issue-based representation and would be consistent with Statewide Planning Goal 1, *Citizen Involvement* and the *Hillsboro Municipal Code Section 2.40.020 E*, "The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities..." It would also help implement *Strategy 1.2* of the *Hillsboro 2020 Vision and Action Plan, Promote Participation in Local Decisions*.

**NEXT STEPS**

The proposal would require initiation of a minor plan amendment to the text of the Comprehensive Plan. A copy of the proposed changes and an internal analysis of the Comprehensive Plan's compliance with Goal 1 are attached for your review.

Respectfully submitted,



Doug Miller  
Urban Planner II  
City of Hillsboro Planning Department

- Attachments:
- A. Resolution No. 2307 appointing the PC as interim CIAC
  - B. Hillsboro Municipal Code Section 2.40.020 E
  - C. Hillsboro 2020 Vision and Action Plan's Strategy 1. Action 1.1
  - D. Role of the proposed Public Process Advisory Committee (PPAC)
  - E. Proposed changes to the Hillsboro Comprehensive Plan Section 1. text

**RESOLUTION NO. 2307**

**HCP 6-09: CITIZEN INVOLVEMENT ADVISORY COMMITTEE**

A RESOLUTION APPOINTING THE PLANNING COMMISSION TO SERVE AS THE INTERIM CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC).

WHEREAS, Hillsboro Comprehensive Plan Section 1. Planning and Citizen Involvement describes the roles, responsibilities and composition of the CIAC; and

WHEREAS, the current CIAC framework has been in place since 1995; and

WHEREAS, it has been challenging to find a sufficient number of citizens to participate in the CIAC and the body is currently inactive; and

WHEREAS, in 2008 the Hillsboro Municipal Code was amended to designate the Planning Commission as the CIAC; and

WHEREAS, a need exists to reconcile these two provisions; and

WHEREAS, the Planning Commission has begun discussion to update/revise the language of the Comprehensive Plan and will continue this discussion in 2010;

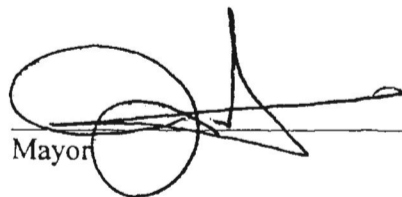
NOW, THEREFORE, THE CITY OF HILLSBORO RESOLVES AS FOLLOWS:

Section 1. The Planning Commission shall serve as the interim Citizen Involvement Advisory Committee until a final resolution regarding the composition of the CIAC is made.

Section 2. The Planning Commission is directed to prepare a Comprehensive Plan text amendment that will resolve the inconsistency between the Comprehensive Plan and the Municipal Code.

Section 3. This resolution is effective immediately upon adoption.

Approved and adopted by the Hillsboro City Council at a regular meeting held on the 19<sup>th</sup> day of January 2010.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Recorder

**Hillsboro Municipal Code**

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[CHAPTER 2 ADMINISTRATION](#)  
[Subchapter 2.40 PLANNING COMMISSION](#)

**2.40.020 Purpose**

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A. The PC has the powers and duties assigned to it by code, ordinance, resolution and state law. The PC conducts public hearings, advises the council on land use issues and priorities, and makes quasi-judicial land use decisions and legislative recommendations to the council in accordance with this code.

B. The PC will make recommendations to the council on proposed comprehensive plans, zoning ordinances, and subdivision ordinance amendments to implement Metro's functional plans, the Regional Framework Plan and city-initiated land use related growth management proposals.

C. The PC will make recommendations to the council on incorporating actions and principles of the Hillsboro 2020 Vision Action Plan. This includes review and comments on implementing measures related to land use, promoting public participation in the implementation of the plan and recommending revisions to the plan.

D. The PC will make recommendations to the council on implementation and the periodic update of the Hillsboro Comprehensive Plan and zoning and subdivision ordinances, including findings, procedures, policies and standards.

E. The PC will serve as the citizen involvement committee and consider the proposals of citizen advisory committees and task forces that relate to citizen involvement opportunities in the areas of land use, prioritization, decision making, and plan amendments, and finally make recommendations to the council on these proposals.



# VISION FOCUS AREA: STRENGTHENING AND SUSTAINING COMMUNITY

**STRATEGY 1: Develop and Enhance Involvement Plans to Promote Early, Regular and Regular, Periodic Participation in Local Decisions and Actions** Priority/Timeline

	<b>Action</b>	<b>Lead Partner</b>	<b>Support/Potential Partners</b>	<b>2000-2004</b>	<b>2005-10</b>	<b>2011-15</b>	<b>2016-20</b>
<b>1.1</b> Citizen Involvement Advisory Committee	Use the Citizen Involvement Advisory Committee (CIAC) to advise and assist in the development of a citizen involvement process that facilitates public involvement related to land use issues consistent with Section 1, Planning and Citizen Involvement, of the Hillsboro Comprehensive Plan.	City of Hillsboro	Hillsboro Chamber of Commerce; churches; youth organizations; Hispanic and other minority community organizations; Hillsboro School District; Tualatin Valley Television; other community groups and agencies involved in the Hillsboro 2020 visioning process	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.2</b> (Promote Participation in Local Decisions)	Develop dialogue between the City of Hillsboro, citizens, businesses, and organizations to keep all parties informed, to promote regular participation in local decisions and actions and to encourage volunteerism.	City of Hillsboro	Hillsboro Chamber of Commerce; Hispanic and other minority organizations; Washington County Vision Action Network (VAN); schools; Port of Portland; Oregon Department of Transportation (ODOT)		<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.3</b> Building Community	Facilitate opportunities to build community at the neighborhood level and improve dialogue around localized issues.	City of Hillsboro	Heart of Hillsboro; Hillsboro Downtown Business Association (HDBA); community-based non-profit organizations		<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.4</b> City-Neighborhood Communications	Facilitate direct communication with neighborhoods and districts on critical issues through HOAs and multi-family housing contacts.	City of Hillsboro	Community Volunteers, Homeowner Associations, Neighborhood Watch Program, LOAC, Bienestar				<input type="checkbox"/> Ongoing

**STRATEGY 2: Make online technology accessible and available to all residents of the community.** Priority/Timeline

	<b>Action</b>	<b>Lead Partner</b>	<b>Support/Potential Partners</b>	<b>2000-2004</b>	<b>2005-10</b>	<b>2011-15</b>	<b>2016-20</b>
<b>2.1</b> Online Technology Access	Increase access to online resources and web-based services for all Hillsboro residents.	One Economy	Hillsboro Chamber of Commerce	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.2</b> Access to the Web	Promote, encourage and continue development of online access to City of Hillsboro and other local government resources.	City of Hillsboro	Washington County; Hillsboro School District; Service clubs; businesses		<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.3</b> Public Online Centers and Computer Systems	(A) Create online centers in public places, throughout the community. (B) Maintain and update.	City of Hillsboro	(A) Hillsboro Chamber of Commerce; service and other organizations; high-tech and other major employers; telecommunications companies; AARP; OSU Extension Service; Centro Cultural; Washington County; Hillsboro School District. (B) Hillsboro School District; Community Action Organization; Centro Cultural; Washington County; 4-H Tech Wizards; Pacific University Masters in Education Department	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Public Process Advisory Committee (PPAC)

### Role of the proposed PPAC

The PPAC is a standing body of citizens whose purpose is to provide broad geographic and issue-based representation for the Hillsboro planning area with the goal of assisting the Planning Commission in its capacity as the Citizen Involvement Advisory Committee (CIAC). The tasks of the PPAC include:

- Assisting the CIAC in developing public involvement good practices, standard procedures, plan templates, questionnaires and checklists.
- Assisting the CIAC in identifying stakeholder groups potentially impacted by proposed major planning initiatives.
- Assisting the CIAC in developing effective and efficient public outreach strategies that will inform the public and provide them opportunity to participate throughout the planning process.
- Assisting the CIAC to ensure culturally appropriate public involvement strategies and techniques are used.
- Assisting the CIAC in reviewing ongoing and completed public involvement plans to determine their effectiveness and to document lessons learned.
- Assisting the CIAC in developing citizen education and training program regarding land use planning issues.

**DRAFT**

Exhibit Ament E.

**Hillsboro Comprehensive Plan  
ORDINANCE NO. 2793-4-77**

AN ORDINANCE ADOPTING A FRAMEWORK COMPREHENSIVE PLAN FOR THE CITY OF HILLSBORO AND RESCINDING RESOLUTION NO. 704-1-72.

The City of Hillsboro does ordain as follows:

**Section 1. Planning and Citizen Involvement.**

(Amended by Ord. No. 44917.)

**(I) Goals.**

With the advice and assistance of the Citizen Involvement Advisory Committee:

- (A) Design, adopt, and implement a ~~planning and citizen involvement process~~ programs which facilitates public involvement in major Comprehensive Plan and implementing land use ordinance revisions and assures that such actions are based on factual and complete available information. At a minimum, such public involvement programs will provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.
- (B) Inform the citizens of the Hillsboro planning area of the opportunity to participate in all phases of planning through ~~the~~ citizen involvement programs.
- (C) Encourage and actively solicit citizen participation through ~~a~~ diverse and wide-ranging communication programs.
- (D) Develop, through education, a citizenry capable of effective participation in the planning process.
- (E) ~~Establish a City Citizen Involvement Program to be conducted by the CIAC that provides individual public involvement programs for plan revisions and major plan amendments to the Comprehensive Plan that are consistent with State Planning Goal 1 and the financial resources of the City. At a minimum, such a public involvement program will provide for adequate notice on citizen involvement activities; advanced~~

~~information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.~~

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(II) **Definitions.**

(A) **Citizen Involvement Advisory Committee (CIAC).**

~~The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council. The Council may appoint representatives of business located within any planning subarea to the CIAC should it determine that existing circumstances within the subarea require such business representation on the Committee. The Planning Commission will serve as the Citizen Involvement Advisory Committee fulfilling the duties described in Goal 1 for a committee for citizen involvement. The CIAC will consider the advice of the Public Process Advisory Committee (PPAC) regarding citizen involvement outreach strategies for proposed plan revisions or major amendments.~~

(B) **Community Plan.**

A "community plan" means any plan, planning document or coordinated set of planning policies which establishes coordinated policies and development guidelines for the development of land uses and development activities within a specific area of the City. A community plan is more detailed than the Comprehensive Plan and has Comprehensive Plan status and function relative to the specific geographic area to which it applies. It may contain a map, policy statements and recommendation relating to development densities, public facility and utility improvements and the arrangement of land uses to guide future land use decisions and implementing measures for its geographic area. A community plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(C) **Public Facility Plans.**

A City public facility plan may include a City plan for water systems, sewer systems, streets and roadways, public airports, public transit and

public transportation, and other City public facility or utilities systems. It may contain maps, policies and recommendations relating to public facilities. City public facility plans coordinate programs, policies, jurisdictional responsibilities, project timing or financing for public facilities or services or for topic areas required by a statewide planning goal to be addressed in the Comprehensive Plan.

City public facility plans for water, sewer, storm drainage or transportation facilities including streets, roadways, public transit and public transportation may contain rough cost estimates for public projects needed to serve the land uses contemplated in the Comprehensive Plan. Except for project timing and financing provisions, a City public facility plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(D) **Functional Plans.**

City functional plans further refine and implement Comprehensive Plan policies and recommendations regarding specific topic areas of interest or concern to the City. Such topic area include but are not limited to parks and recreation, housing, open spaces, natural resources development and conservation, historic resources, culture and the arts, economic development, environmental quality and other topic area or elements addressed in the Comprehensive Plan. City functional plans are prepared from time to time in response to community need and are intended to guide the development and implementation of related functional programs or activities conducted by City agencies.

(E) **Planning Subareas: Public Process Advisory Committee**

The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee regarding citizen involvement outreach strategies for proposed plan revisions or major amendments. Membership of the PPAC shall be comprised of up to nine members including:

- i. A Planning Commission Liason
- ii. A Vision Implementation Committee Liason
- iii. Current and/or former members of City advisory boards
- iv. At-large members from three Council wards (one-each)

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v. At-large members selected from open nomination process

~~The eight City Planning Subareas referred to in this Section shall be those areas shown on the map attached hereto as Figure 1-1 and shall be identified generally as follows:~~

- ~~\_\_\_\_\_ Connell/Garibaldi/Dennis Area~~
- ~~\_\_\_\_\_ Glencoe/Jackson School/Sunrise Area~~
- ~~\_\_\_\_\_ Downtown/Jackson Bottom/Eastwood/Henry Area~~
- ~~\_\_\_\_\_ Minter Bridge/River Road/Rood Bridge Area~~
- ~~\_\_\_\_\_ Brogden/Cedar/Bentley Area~~
- ~~\_\_\_\_\_ Airport/Orencia/West Union Area~~
- ~~\_\_\_\_\_ Reedville/Witch Hazel Area~~
- ~~\_\_\_\_\_ Tanasbourne/OGI/Primate Center Area~~

~~The number and location of Planning Subareas may be amended from time to time as the need arises by agreement of the CIAC, Planning Commission and City Council.~~

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(F) **Plan Revision.**

As used in this Section, "plan revision" means: a revision(s) to the entire Comprehensive Plan text or map initiated by the City Council; 1) under a Periodic Review Program pursuant to ORS 197.628 conducted every 4 to 10 years; 2) to implement an adopted Regional Framework Plan or Metro Functional Plan; or 3) as part of a comprehensive evaluation of the Comprehensive Plan. All Plan revisions shall be processed in accordance with the procedures specified in Part (III) of this Section.

(G) **Major Plan Amendment.**

"Major Plan Amendment" includes any significant change to the Comprehensive Plan text or map initiated by the City Council or Planning Commission. A "significant change" is one that amends or refines both the Plan text and map, has operative effect over a large geographic area and is likely to have significant environmental, energy, economic and social consequences. Major plan amendments include but are not limited to Plan amendments that incorporate community plans as part of the Comprehensive Plan or incorporate portions of public facility plans as part of the Comprehensive Plan in accordance with State statute and

regulations implementing Statewide Planning Goal 11. All major plan amendments shall be processed in accordance with the provisions specified in Part (III) of this Section.

(H) **Minor Plan Amendment**

As used in this Section, "minor amendment" means any change to the Comprehensive Plan which is not a major plan amendment. Minor Plan amendments include all quasi-judicial, site-specific amendments to the Comprehensive Plan Map. All minor plan amendments shall be processed in accordance with the procedures specified in Part (IV) of this Section.

(III) **Plan Revision and Major Plan Amendments.**

Plan revisions and major plan amendments shall be processed as legislative procedures. The following process shall be used when conducting any plan revision or major plan amendment of the Comprehensive Plan:

~~The following process will be utilized in the review and revision of the Hillsboro Comprehensive Plan.~~

- (A) For each proposed plan revision or major plan amendment to the Comprehensive Plan, the City Planning Department will:
- (1) With the advice and assistance of the CIAC, establish and conduct a citizen involvement program which provides for public involvement and input into the proposed revision or amendment which complies with Statewide Planning Goal 1 requirements. At a minimum, such a public involvement program shall provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for public involvement in all phases of the planning process applicable to the proposed plan revision or major plan amendment as determined by the CIAC.
  - (2) Identify issues to be addressed and related information and data to be collected, reviewed and made available for public review. Inform citizens of these issues; and provide opportunity for citizen access to the related information and data; and for citizen input on these issues.
  - (3) Notify affected government agencies of planning activities; invite review and comment.

Exhibit A.

- (4) Collect relevant information and data.
- (5) Analyze each issue and identify proposed actions which address the issue sufficiently. As part of the public involvement program for the plan revision or major plan amendment:
  - (a) Compile and combine the issue, relevant data and information and actions into text format and make copies of such text available for review and comments by citizens and affected government agencies.
  - (b) Compile comments received from citizens and affected government agencies for consideration by the Planning Commission. The Planning Department shall prepare written responses to comments and make the responses available for public review and to the Planning Commission during its consideration of the proposed plan revision or major plan amendment.
- (6) A Planning Commission public hearing on a plan revision or major plan amendment shall be conducted after completion of the tasks set forth in Section (III)(A)(1 through 5) above and the citizen involvement program for the plan revision or major plan amendment established by the CIAC. Notice of any public hearing by the Planning Commission or City Council on a plan revision or major plan amendment to the Comprehensive Plan shall be published in a newspaper of general circulation in the City a minimum of 20 days prior to the date of the initial public hearing. Any such notice shall contain:
  - (a) A summary of the plan revision or major plan amendment.
  - (b) The time, date and place of the hearing.
  - (c) The location(s) at which copies of the plan revision or major plan amendment summary may be obtained.
  - (d) A statement that all interested persons may appear and provide testimony and that only those persons making an appearance of record may appeal the determination of the Planning Commission or City Council.
  - (e) A general explanation of the requirements for submission of testimony and the procedure for conduct of the hearing.
- (7) The Planning Commission may recess the hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

Exhibit A.

- (8) After hearing the plan revision or major plan amendment, the Planning Commission shall forward a recommendation of denial, approval, or approval with modifications of the plan revision or major plan amendment to the City Council.
- (9) The City Council shall hold a hearing during its consideration of a plan revision and may hold a public hearing on any major plan amendment. Notice of the hearing shall be provided in the manner prescribed in subsection (III)(A)(6). After consideration of the plan revision or major plan amendment, the City Council may adopt or deny the plan revision or major plan amendment.
- (10) The Planning Department shall keep copies of adopted text of the plan revision or major plan amendment on file at the City Hall and City Library for inspection by the public and shall notify citizens and government agencies that copies of the adopted text are available for inspection.
- (11) The final City Council decision on a plan revision or major plan amendment may be appealed in accordance with applicable State statutory provisions, relating to appeals of decisions amending an acknowledged comprehensive plan.
- (12) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed plan revisions or major plan amendments.

**(IV) Minor Plan Amendments.**

**(A) Minor Plan Amendment: Plan Text.**

- (1) On its own volition, the City Council or Planning Commission may initiate a minor plan amendment to the text of the Comprehensive Plan by order whenever a need for such a revision is documented. A minor plan amendment, proposing a change to the text of the Comprehensive Plan, shall be processed pursuant to legislative notice and procedures. (Amended by Ord. No. 5891/12-08.)
- (2) Notice of any public hearing on a minor plan amendment to the Comprehensive Plan text shall be by two (2) publications in a newspaper of general circulation in the City of Hillsboro not less

than five (5) days, nor more than twenty (20) days prior to the date of the hearing.

(B) **Minor Plan Amendment: Plan Map.**

- (1) A minor plan amendment proposing a change to the Comprehensive Plan Map designation shall be processed pursuant to quasi-judicial notice and procedures and may be requested at any time by a property owner(s), a person(s) purchasing property under contract, or a person(s) who has the written consent of the property owner. A minor Plan Map amendment may also be initiated by the City Council or the Planning Commission where:
  - (a) The land use on the subject property has changed substantially since the adoption of the Plan Map designation, and is inconsistent with the current Plan Map designation;
  - (b) The subject property has passed from public ownership and use to private ownership and use, or the reverse; or
  - (c) The current Plan Map designation on the subject property is inconsistent with the surrounding properties, based on earlier Plan map changes, and development of the subject property under the implementing zone of the Plan Map designation would have substantial adverse effects on the surrounding properties; and
  - (d) The proposed designation is supportive of and implements goals and policies of the Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (2) Approval of a minor Plan Map amendment shall be based on demonstration that all of the following criteria are satisfied:
  - (a) The property is better suited for uses proposed than for the uses for which the property is currently designated by the Plan;
  - (b) A need exists for the proposed Plan Map designation that is not already met by existing Plan Map designations in the general area; and

Exhibit A.

(c) The proposed designation is consistent with relevant goals and policies of the Hillsboro Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (3) Notice of any public hearing on such a minor plan amendment to the Comprehensive Plan Map shall be by two (2) publications in a newspaper of general circulation in the City not less than 5 days nor more than 20 days prior to the date of the hearing and by mailing written notice not less than 20 days prior to the date of the hearing to owners of property within the area enclosed by lines parallel to and 500 feet from the exterior boundaries of the property involved using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. In addition, the written notice shall be mailed to the community or neighborhood association and the Citizen Participation Organization within which the property is located and to State, county and city agencies or individuals who request such notice. The contents of the written notice shall comply with the applicable State statutory requirements. The failure of a person to receive the notice specified in this section shall not invalidate any proceedings in connection with the proposed minor revision.
- (4) A complete application and supporting information addressing the specific criteria for Plan Map amendments shall be filed with the City Planning Department. In order to defray the costs of processing, the application shall be accompanied by a fee as established by the City Council under Subsection (3) of this section. A complete application must include documentation of a neighborhood meeting in compliance with Subsection (4) of this Section. (Amended by Ord. No. 4132/3-93; 5312/10-03, Ord. No. 5597/1-06, and Ord. No. 5777/8-07)
- (5) For the purpose of establishing or revising the fee cited in subsection (2) above, the City Council shall hold a public hearing. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site. (Added by Ord. No. 5597/1-06.)
- (6) Prior to submittal of an application for a Minor Plan Map Amendment, the applicant shall hold a neighborhood meeting at a location in the closest practicable proximity to the subject site. The meeting shall be held on a weekday evening or weekends at any reasonable time. Mailed notice of the meeting shall be

Exhibit A.

provided by the applicant to the surrounding neighborhood, at the same notification radius required by the City for the minor Comprehensive Plan Map amendment. The applicant shall also post notice of the neighborhood meeting on the site at least seven days before the meeting.

At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

The neighborhood meeting notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees shall be included with the development application upon submittal.

Compliance with the provisions of this section is a jurisdictional requirement of the Hillsboro Comprehensive Plan. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted, such applications shall not be accepted by the City. (Added by Ord. No. 5777/8-07)

(Renumbered by Ord. No. 5938/5-10.)

**(C) Minor Plan Amendment - General Procedures.**

- (1) A public hearing shall be held by the Planning Commission on any minor plan amendment.
- (2) Recess of hearing. The Planning Commission may recess a hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

Exhibit A.

- (3) After hearing the proposed minor plan amendment, the Planning Commission shall deny or forward a recommendation of approval or approval with modifications to the City Council.
- (4) Any party to a proceeding on a minor plan amendment may appeal the recommendation on the amendment of the Planning Commission to the City Council by filing such an appeal with the City Recorder within fifteen (15) days of the mailing date of the Planning Commission's Notice of Decision on the amendment.
- (5) The City Council may hold a hearing on the proposed minor plan amendment. The Council shall hold a hearing on any appeal of a Planning Commission decision on a minor plan amendment. If a public hearing is held, notice for such a hearing shall comply with the applicable notice requirements relating to minor amendments to the Plan text or to the Plan Map as set forth above. After consideration of a proposal or an appeal, the City Council may adopt or deny the minor plan amendment or uphold, reject or modify the recommendation of the Planning Commission.
- (6) The applicant shall be notified in writing of the City Council decision.
- (7) The Planning Department shall keep copies of the adopted minor plan amendment on file at City Hall and the City Library for inspection by the public and shall notify citizens and government agencies who have requested notice that copies of the adopted amendments are available for inspection.
- (8) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed minor plan amendments.

**(V) Community Plans, Public Facility Plans and Functional Plans.**

A Community Plan, a Public Facility Plan or a Functional Plan may be initiated by the City Council or Planning Commission at any time in response to community need. Community Plans shall be adopted by the City Council as major plan amendments to the City's Comprehensive Plan Text or Land Use Map as applicable.

Adoption of Public Facility Plans shall comply with applicable State statutes and regulations relating to portions of public facility plans required to be included in

Exhibit A.

the Comprehensive Plan. Those portions of public facility plans required to be included in the Comprehensive Plan shall be adopted by ordinance as major plan amendments to the Comprehensive Plan Text or Map, as applicable. A Functional Plan shall be adopted by City Council Resolution.

- (VI) The Planning Department shall keep copies of the Comprehensive Plan, the City Community Development Code, adopted Community Plans and Functional Plans on file at City Hall and at all branches of the City Library for inspection by the public. The Planning Department shall notify citizens and government agencies that copies of such adopted plans are available for public review and distribution. The Planning Department shall notify citizens and government agencies that copies of the adopted plan are available for review.
- (VII) **Continual review process.** During the 4-10 years period between scheduled major reviews of the Comprehensive Plan pursuant to ORS 197.628 Periodic Review requirements, the City Planning Commission, with the assistance of the Planning Department, shall continually review the Comprehensive Plan and may initiate major or minor revisions of the Plan in order to address Citywide or community needs. As part of this responsibility, the Planning Commission shall schedule and conduct a Public Plan Review Process once every two (2) years according to a schedule determined by the Planning Commission to consider such requests for Plan revisions from any property owner, City agency, government agency, or business or community organization.
- (VIII) **Communication.** As part of its responsibility to ~~conduct~~ oversee the City's Citizen Involvement ~~Program~~ programs, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. The ~~Committee~~ CIAC will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements.
- (IX) **Feedback mechanism.** Comments and recommendations resulting from the public involvement programs established for major and minor revisions of the Comprehensive Plan and Community Plans and Functional Plans will be collected and summarized by staff. Copies of the summarized comments will be made available for public review at the City Planning Department. The Planning Commission recommendations and City Council decisions on major and minor revisions to the Plan, Community Plans, and Functional Plans and the rationale relied upon by policymakers to reach such recommendation and decisions will be made available to the public in the form of a written record.

Exhibit A.

- (X) **Financial support.** The City Council will guarantee to the best of its financial ability that the CIAC has the financial support necessary for a successful citizen involvement programs.
- (XI) **Selection process.** It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission/and CIAC positions. Volunteers will be solicited through the use of articles in the local newspaper and City newsletter, personal contact with citizens who have demonstrated interest in the past, and contacts with local citizen groups and service organizations. Each citizen applying for a position on the Commission/er CIAC will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council.
- (XII) **Ongoing citizen participation program.** ~~By December 31, 1997, the CIAC shall prepare and recommend for City Council approval a plan for an ongoing City citizen participation program. In preparing the plan, the CIAC shall, at a minimum, study and consider the Tigard, Beaverton, Portland, Forest Grove and Washington County models of citizen participation. The plan shall be consistent with the provisions of this ordinance and shall identify the methods and procedures by which interested citizens, businesses, and civic and community organizations may comment on planning and land use proposals and actions in the City. In preparing the plan, the CIAC shall solicit input from the citizens of Hillsboro through at least three (3) community wide workshops, public forums and/or community open houses.~~

Exhibit B

# **COMPREHENSIVE PLAN**

**ORDINANCE NO. 2793-4-77, as amended**

**Passed by the Council and Approved by the Mayor April 5, 1977**

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**Amended through June 2010**

## HILLSBORO COMPREHENSIVE PLAN

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Ordinance No. 2793-4-77

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**Hillsboro Comprehensive Plan  
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AN ORDINANCE ADOPTING A FRAMEWORK COMPREHENSIVE PLAN FOR THE CITY OF HILLSBORO AND RESCINDING RESOLUTION NO. 704-1-72.

The City of Hillsboro does ordain as follows:

**Section 1. Planning and Citizen Involvement.**

(Amended by Ord. No. 4491/.)

(I) **Goals.**

With the advice and assistance of the Citizen Involvement Advisory Committee:

- (A) Design, ~~adopt,~~ and implement ~~a planning and citizen involvement process~~ programs which facilitates public involvement in major Comprehensive Plan and implementing land use ordinance revisions and assures that such actions are based on factual and complete available information. At a minimum, such public involvement programs will provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.
- (B) Inform the citizens of the Hillsboro planning area of the opportunity to participate in all phases of planning through ~~the~~ citizen involvement programs.
- (C) Encourage and actively solicit citizen participation through ~~a~~ diverse and wide-ranging communication programs.
- (D) Develop, through education, a citizenry capable of effective participation in the planning process.
- ~~(E) Establish a City Citizen Involvement Program to be conducted by the CIAC that provides individual public involvement programs for plan revisions and major plan amendments to the Comprehensive Plan that are consistent with State Planning Goal 1 and the financial resources of the City. At a minimum, such a public involvement program will provide for adequate notice on citizen involvement activities; advanced~~

~~information on matters under consideration; and opportunities for citizen participation as determined by the CIAC.~~

(II) **Definitions.**

(A) **Citizen Involvement Advisory Committee (CIAC).**

~~The CIAC is a group of citizens who reside in eight planning subareas within the City and who are appointed by the City Council to conduct the Citizen Involvement Program. At a minimum, the CIAC shall consist of at least two (2) members from each of eight planning subareas within the City; two (2) members at large; and such other members as may be deemed appropriate by, and appointed by the City Council. The Council may appoint representatives of business located within any planning subarea to the CIAC should it determine that existing circumstances within the subarea require such business representation on the Committee. The Planning Commission will serve as the Citizen Involvement Advisory Committee fulfilling the duties described in Goal 1 for a committee for citizen involvement. The CIAC will consider the advice of the Public Process Advisory Committee (PPAC) regarding citizen involvement outreach strategies for proposed plan revisions or major amendments.~~

(B) **Community Plan.**

A "community plan" means any plan, planning document or coordinated set of planning policies which establishes coordinated policies and development guidelines for the development of land uses and development activities within a specific area of the City. A community plan is more detailed than the Comprehensive Plan and has Comprehensive Plan status and function relative to the specific geographic area to which it applies. It may contain a map, policy statements and recommendation relating to development densities, public facility and utility improvements and the arrangement of land uses to guide future land use decisions and implementing measures for its geographic area. A community plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(C) **Public Facility Plans.**

A City public facility plan may include a City plan for water systems, sewer systems, streets and roadways, public airports, public transit and public transportation, and other City public facility or utilities systems. It

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may contain maps, policies and recommendations relating to public facilities. City public facility plans coordinate programs, policies, jurisdictional responsibilities, project timing or financing for public facilities or services or for topic areas required by a statewide planning goal to be addressed in the Comprehensive Plan.

City public facility plans for water, sewer, storm drainage or transportation facilities including streets, roadways, public transit and public transportation may contain rough cost estimates for public projects needed to serve the land uses contemplated in the Comprehensive Plan. Except for project timing and financing provisions, a City public facility plan shall be consistent with statewide planning goals and with the Comprehensive Plan.

(D) **Functional Plans.**

City functional plans further refine and implement Comprehensive Plan policies and recommendations regarding specific topic areas of interest or concern to the City. Such topic area include but are not limited to parks and recreation, housing, open spaces, natural resources development and conservation, historic resources, culture and the arts, economic development, environmental quality and other topic area or elements addressed in the Comprehensive Plan. City functional plans are prepared from time to time in response to community need and are intended to guide the development and implementation of related functional programs or activities conducted by City agencies.

(E) **Planning Subareas. *Public Process Advisory Committee***

The Mayor shall appoint and the Council confirm the Public Process Advisory Committee (PPAC) to serve as an advisory body to the Citizen Involvement Advisory Committee regarding citizen involvement outreach strategies for proposed plan revisions, or major plan amendments, or upon request by the City Council or CIAC, to the City regarding other matters of concern. Membership of the PPAC shall be comprised of up to nine members including:

- i. A Planning Commission Liaison
- ii. A Vision Implementation Committee Liaison
- iii. At-large members from three Council wards (one-each)

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iv. At-large members representative of a broad spectrum of the community selected from an open nomination process

~~The eight City Planning Subareas referred to in this Section shall be those areas shown on the map attached hereto as Figure 1-1 and shall be identified generally as follows:~~

- ~~———— Connell/Garibaldi/Dennis Area~~
- ~~———— Glencoe/Jackson School/Sunrise Area~~
- ~~———— Downtown/Jackson Bottom/Eastwood/Henry Area~~
- ~~———— Minter Bridge/River Road/Rood Bridge Area~~
- ~~———— Brogden/Cedar/Bentley Area~~
- ~~———— Airport/Orenco/West Union Area~~
- ~~———— Reedville/Witch Hazel Area~~
- ~~———— Tanasbourne/OGI/Primate Center Area~~

~~The number and location of Planning Subareas may be amended from time to time as the need arises by agreement of the CIAC, Planning Commission and City Council.~~

**(F) Plan Revision.**

As used in this Section, "plan revision" means: a revision(s) to the entire Comprehensive Plan text or map initiated by the City Council; 1) under a Periodic Review Program pursuant to ORS 197.628 conducted every 4 to 10 years; 2) to implement an adopted Regional Framework Plan or Metro Functional Plan; or 3) as part of a comprehensive evaluation of the Comprehensive Plan. All Plan revisions shall be processed in accordance with the procedures specified in Part (III) of this Section.

**(G) Major Plan Amendment.**

"Major Plan Amendment" includes any significant change to the Comprehensive Plan text or map initiated by the City Council or Planning Commission. A "significant change" is one that amends or refines both the Plan text and map, has operative effect over a large geographic area and is likely to have significant environmental, energy, economic and social consequences. Major plan amendments include but are not limited to Plan amendments that incorporate community plans as part of the Comprehensive Plan or incorporate portions of public facility plans as part

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of the Comprehensive Plan in accordance with State statute and regulations implementing Statewide Planning Goal 11. All major plan amendments shall be processed in accordance with the provisions specified in Part (III) of this Section.

**(H) Minor Plan Amendment**

As used in this Section, "minor amendment" means any change to the Comprehensive Plan which is not a major plan amendment. Minor Plan amendments include all quasi-judicial, site-specific amendments to the Comprehensive Plan Map. All minor plan amendments shall be processed in accordance with the procedures specified in Part (IV) of this Section.

**(III) Plan Revision and Major Plan Amendments.**

Plan revisions and major plan amendments shall be processed as legislative procedures. The following process shall be used when conducting any plan revision or major plan amendment of the Comprehensive Plan:

~~The following process will be utilized in the review and revision of the Hillsboro Comprehensive Plan.~~

- (A) For each proposed plan revision or major plan amendment to the Comprehensive Plan, the City Planning Department will:**
- (1)** With the advice and assistance of the CIAC, establish and conduct a citizen involvement program which provides for public involvement and input into the proposed revision or amendment which complies with Statewide Planning Goal 1 requirements. At a minimum, such a public involvement program shall provide for adequate notice on citizen involvement activities; advanced information on matters under consideration; and opportunities for public involvement in all phases of the planning process applicable to the proposed plan revision or major plan amendment as determined by the CIAC.
  - (2)** Identify issues to be addressed and related information and data to be collected, reviewed and made available for public review. Inform citizens of these issues; and provide opportunity for citizen access to the related information and data; and for citizen input on these issues.
  - (3)** Notify affected government agencies of planning activities; invite review and comment.

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- (4) Collect relevant information and data.
- (5) Analyze each issue and identify proposed actions which address the issue sufficiently. As part of the public involvement program for the plan revision or major plan amendment:
  - (a) Compile and combine the issue, relevant data and information and actions into text format and make copies of such text available for review and comments by citizens and affected government agencies.
  - (b) Compile comments received from citizens and affected government agencies for consideration by the Planning Commission. The Planning Department shall prepare written responses to comments and make the responses available for public review and to the Planning Commission during its consideration of the proposed plan revision or major plan amendment.
- (6) A Planning Commission public hearing on a plan revision or major plan amendment shall be conducted after completion of the tasks set forth in Section (III)(A)(1 through 5) above and the citizen involvement program for the plan revision or major plan amendment established by the CIAC. Notice of any public hearing by the Planning Commission or City Council on a plan revision or major plan amendment to the Comprehensive Plan shall be published in a newspaper of general circulation in the City a minimum of 20 days prior to the date of the initial public hearing. Any such notice shall contain:
  - (a) A summary of the plan revision or major plan amendment.
  - (b) The time, date and place of the hearing.
  - (c) The location(s) at which copies of the plan revision or major plan amendment summary may be obtained.
  - (d) A statement that all interested persons may appear and provide testimony and that only those persons making an appearance of record may appeal the determination of the Planning Commission or City Council.
  - (e) A general explanation of the requirements for submission of testimony and the procedure for conduct of the hearing.
- (7) The Planning Commission may recess the hearing in order to obtain further information or provide additional notification. Upon

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recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.

- (8) After hearing the plan revision or major plan amendment, the Planning Commission shall forward a recommendation of denial, approval, or approval with modifications of the plan revision or major plan amendment to the City Council.
- (9) The City Council shall hold a hearing during its consideration of a plan revision and may hold a public hearing on any major plan amendment. Notice of the hearing shall be provided in the manner prescribed in subsection (III)(A)(6). After consideration of the plan revision or major plan amendment, the City Council may adopt or deny the plan revision or major plan amendment.
- (10) The Planning Department shall keep copies of adopted text of the plan revision or major plan amendment on file at the City Hall and City Library for inspection by the public and shall notify citizens and government agencies that copies of the adopted text are available for inspection.
- (11) The final City Council decision on a plan revision or major plan amendment may be appealed in accordance with applicable State statutory provisions, relating to appeals of decisions amending an acknowledged comprehensive plan.
- (12) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed plan revisions or major plan amendments.

**(IV) Minor Plan Amendments.**

**(A) Minor Plan Amendment: Plan Text.**

- (1) On its own volition, the City Council or Planning Commission may initiate a minor plan amendment to the text of the Comprehensive Plan by order whenever a need for such a revision is documented. A minor plan amendment, proposing a change to the text of the Comprehensive Plan, shall be processed pursuant to legislative notice and procedures. (Amended by Ord. No. 5891/12-08.)
- (2) Notice of any public hearing on a minor plan amendment to the Comprehensive Plan text shall be by two (2) publications in a

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newspaper of general circulation in the City of Hillsboro not less than five (5) days, nor more than twenty (20) days prior to the date of the hearing.

**(B) Minor Plan Amendment: Plan Map.**

- (1) A minor plan amendment proposing a change to the Comprehensive Plan Map designation shall be processed pursuant to quasi-judicial notice and procedures and may be requested at any time by a property owner(s), a person(s) purchasing property under contract, or a person(s) who has the written consent of the property owner. A minor Plan Map amendment may also be initiated by the City Council or the Planning Commission where:
  - (a) The land use on the subject property has changed substantially since the adoption of the Plan Map designation, and is inconsistent with the current Plan Map designation;
  - (b) The subject property has passed from public ownership and use to private ownership and use, or the reverse; or
  - (c) The current Plan Map designation on the subject property is inconsistent with the surrounding properties, based on earlier Plan map changes, and development of the subject property under the implementing zone of the Plan Map designation would have substantial adverse effects on the surrounding properties; and
  - (d) The proposed designation is supportive of and implements goals and policies of the Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (2) Approval of a minor Plan Map amendment shall be based on demonstration that all of the following criteria are satisfied:
  - (a) The property is better suited for uses proposed than for the uses for which the property is currently designated by the Plan;
  - (b) A need exists for the proposed Plan Map designation that is not already met by existing Plan Map designations in the general area; and

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(c) The proposed designation is consistent with relevant goals and policies of the Hillsboro Comprehensive Plan.

(Amended by Ord. No. 5938/5-10.)

- (3) Notice of any public hearing on such a minor plan amendment to the Comprehensive Plan Map shall be by two (2) publications in a newspaper of general circulation in the City not less than 5 days nor more than 20 days prior to the date of the hearing and by mailing written notice not less than 20 days prior to the date of the hearing to owners of property within the area enclosed by lines parallel to and 500 feet from the exterior boundaries of the property involved using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. In addition, the written notice shall be mailed to the community or neighborhood association and the Citizen Participation Organization within which the property is located and to State, county and city agencies or individuals who request such notice. The contents of the written notice shall comply with the applicable State statutory requirements. The failure of a person to receive the notice specified in this section shall not invalidate any proceedings in connection with the proposed minor revision.
- (4) A complete application and supporting information addressing the specific criteria for Plan Map amendments shall be filed with the City Planning Department. In order to defray the costs of processing, the application shall be accompanied by a fee as established by the City Council under Subsection (3) of this section. A complete application must include documentation of a neighborhood meeting in compliance with Subsection (4) of this Section. (Amended by Ord. No. 4132/3-93; 5312/10-03, Ord. No. 5597/1-06, and Ord. No. 5777/8-07)
- (5) For the purpose of establishing or revising the fee cited in subsection (2) above, the City Council shall hold a public hearing. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site. (Added by Ord. No. 5597/1-06.)
- (6) Prior to submittal of an application for a Minor Plan Map Amendment, the applicant shall hold a neighborhood meeting at a location in the closest practicable proximity to the subject site. The meeting shall be held on a weekday evening or weekends at any reasonable time. Mailed notice of the meeting shall be provided by the applicant to the surrounding neighborhood, at the

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same notification radius required by the City for the minor Comprehensive Plan Map amendment. The applicant shall also post notice of the neighborhood meeting on the site at least seven days before the meeting.

At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

The neighborhood meeting notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees shall be included with the development application upon submittal.

Compliance with the provisions of this section is a jurisdictional requirement of the Hillsboro Comprehensive Plan. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted, such applications shall not be accepted by the City. (Added by Ord. No. 5777/8-07)

(Renumbered by Ord. No. 5938/5-10.)

**(C) Minor Plan Amendment - General Procedures.**

- (1) A public hearing shall be held by the Planning Commission on any minor plan amendment.
- (2) Recess of hearing. The Planning Commission may recess a hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.
- (3) After hearing the proposed minor plan amendment, the Planning Commission shall deny or forward a recommendation of approval or approval with modifications to the City Council.

- (4) Any party to a proceeding on a minor plan amendment may appeal the recommendation on the amendment of the Planning Commission to the City Council by filing such an appeal with the City Recorder within fifteen (15) days of the mailing date of the Planning Commission's Notice of Decision on the amendment.
- (5) The City Council may hold a hearing on the proposed minor plan amendment. The Council shall hold a hearing on any appeal of a Planning Commission decision on a minor plan amendment. If a public hearing is held, notice for such a hearing shall comply with the applicable notice requirements relating to minor amendments to the Plan text or to the Plan Map as set forth above. After consideration of a proposal or an appeal, the City Council may adopt or deny the minor plan amendment or uphold, reject or modify the recommendation of the Planning Commission.
- (6) The applicant shall be notified in writing of the City Council decision.
- (7) The Planning Department shall keep copies of the adopted minor plan amendment on file at City Hall and the City Library for inspection by the public and shall notify citizens and government agencies who have requested notice that copies of the adopted amendments are available for inspection.
- (8) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed minor plan amendments.

**(V) Community Plans, Public Facility Plans and Functional Plans.**

A Community Plan, a Public Facility Plan or a Functional Plan may be initiated by the City Council or Planning Commission at any time in response to community need. Community Plans shall be adopted by the City Council as major plan amendments to the City's Comprehensive Plan Text or Land Use Map as applicable.

Adoption of Public Facility Plans shall comply with applicable State statutes and regulations relating to portions of public facility plans required to be included in the Comprehensive Plan. Those portions of public facility plans required to be included in the Comprehensive Plan shall be adopted by ordinance as major plan

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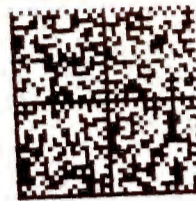
amendments to the Comprehensive Plan Text or Map, as applicable. A Functional Plan shall be adopted by City Council Resolution.

- (VI) The Planning Department shall keep copies of the Comprehensive Plan, the City Community Development Code, adopted Community Plans and Functional Plans on file at City Hall and at all branches of the City Library for inspection by the public. The Planning Department shall notify citizens and government agencies that copies of such adopted plans are available for public review and distribution. The Planning Department shall notify citizens and government agencies that copies of the adopted plan are available for review.
- (VII) **Continual review process.** During the 4-10 years period between scheduled major reviews of the Comprehensive Plan pursuant to ORS 197.628 Periodic Review requirements, the City Planning Commission, with the assistance of the Planning Department, shall continually review the Comprehensive Plan and may initiate major or minor revisions of the Plan in order to address Citywide or community needs. As part of this responsibility, the Planning Commission shall schedule and conduct a Public plan Review Process once every two (2) years according to a schedule determined by the Planning Commission to consider such requests for Plan revisions from any property owner, City agency, government agency, or business or community organization.
- (VIII) **Communication.** As part of its responsibility to ~~conduct~~ oversee the City's Citizen Involvement ~~Program~~ programs, the CIAC will advise and assist the City on techniques, methods and processes which may be used by City departments, the Planning Commission and the City Council to establish and maintain effective and continuing communication and dialogue with the various segments of the community on the Comprehensive Plan, Plan implementation measures, Community Plans, Functional Plans and City programs that implement the Comprehensive Plan. The ~~Committee~~ CIAC will also review the effectiveness of communication techniques and methods being applied in the various public involvement programs for major and minor revisions of the Plan and recommend necessary improvements and refinements.
- (IX) **Feedback mechanism.** Comments and recommendations resulting from the public involvement programs established for major and minor revisions of the Comprehensive Plan and Community Plans and Functional Plans will be collected and summarized by staff. Copies of the summarized comments will be made available for public review at the City Planning Department. The Planning Commission recommendations and City Council decisions on major and minor revisions to the Plan, Community Plans, and Functional Plans and the rationale relied upon by policymakers to reach such recommendation and decisions will be made available to the public in the form of a written record.

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- (X) **Financial support.** The City Council will guarantee to the best of its financial ability that the CIAC has the financial support necessary for a successful citizen involvement programs.
- (XI) **Selection process.** It will be the policy of the Mayor and City Council of Hillsboro to actively solicit volunteers to fill vacancies or expired terms of Planning Commission/and CIAC positions. Volunteers will be solicited through the use of articles in the local newspaper and City newsletter, personal contact with citizens who have demonstrated interest in the past, and contacts with local citizen groups and service organizations. Each citizen applying for a position on the Commission/of CIAC will be asked to submit an application and a resume. After review of the applications, the most qualified applicants may be interviewed by one or more Council members. Appointment of an applicant to the CIAC shall be confirmed by a majority of the Council.
- (XII) **Ongoing citizen participation program.** By December 31, 1997, the CIAC shall prepare and recommend for City Council approval a plan for an ongoing City citizen participation program. In preparing the plan, the CIAC shall, at a minimum, study and consider the Tigard, Beaverton, Portland, Forest Grove and Washington County models of citizen participation. The plan shall be consistent with the provisions of this ordinance and shall identify the methods and procedures by which interested citizens businesses, and civic and community organizations may comment on planning and land use proposals and actions in the City. In preparing the plan, the CIAC shall solicit input from the citizens of Hillsboro through at least three (3) community wide workshops, public forums and/or community open houses.



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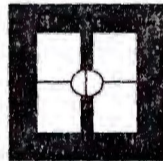
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**OCT 26 2011**

**LAND CONSERVATION  
AND DEVELOPMENT**

Planning Department  
150 E. Main Street, Fourth Floor Hillsboro OR 97123

**CITY OF HILLSBORO**



Attn: Plan Amendment Specialist  
Dept of Land Conservation &  
Development  
635 Capitol Street NE, Suite 150  
Salem Oregon 97301

